



## **AGREEMENT FOR CARES FUNDING**

### **PHHS Expansion of Public Health Activities**

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**THIS AGREEMENT** dated the \_\_\_\_\_ day of \_\_\_\_\_, 2020 is made between Boone County, Missouri, a political subdivision of the State of Missouri, by and through the Boone County Commission, herein "**County**" and the **City of Columbia**, a political subdivision of the State of Missouri, hereinafter referred to as "**Columbia**" or "**City of Columbia**".

**WHEREAS**, County received \$21,171,910.00 in funding from the State of Missouri as County's allocated share of the CARES Act (Coronavirus Aid, Relief and Economic Security Act) funding from the federal government; and

**WHEREAS**, County desires to administer said funding in a transparent, accountable, and fiscally-responsible manner; and

**WHEREAS**, County is in the process of standing-up a web portal for the processing of applications and reimbursement requests for CARES funding but that process is not yet completed; and

**WHEREAS**, Columbia, by and through the City/County Public Health and Human Services Department (PHHS), is engaged in front-line contact tracing and other essential public health work to combat COVID-19 in our community; and

**WHEREAS**, County desires to support PHHS's efforts in approving a funding request to allow PHHS to hire and train additional staff to assist with contact tracing and other public health efforts in its continuing efforts to manage COVID-19 impacts on our community; and

**WHEREAS**, PHHS has submitted a funding proposal and supporting documentation showing financial needs of \$1,799,004.64; and

**WHEREAS**, County will make payments up to the not-to-exceed approved contract amounts on a reimbursement basis upon provision by Columbia of adequate documentation showing appropriately incurred expenses in furtherance of this agreement; and

**WHEREAS**, the parties agree to cooperate on the form and content of expenditure documentation, including submission through the County's electronic portal when that portal is operational; and

**IN CONSIDERATION** of the parties' performance of the respective obligations contained herein, the parties agree as follows:

1. ***US Treasury Department Guidance.*** The guidance and FAQs issued by the US Department of Treasury, most recently updated as of July 8, 2020, is to be considered part of this formal contract and is incorporated as if fully set forth herein.

2. ***Contract Documents.*** This agreement shall consist of this Agreement for CARES funding, the Boone County federal funding certification dated April 29, 2020, and the funding application/proposal from **City of Columbia**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein for reference. In the event of conflict between any of the attached documents, the terms, conditions, provisions, and requirements contained in this Agreement for CARES funding shall prevail and control.

3. ***Approved Funding / Contract Not-To-Exceed.*** County approves Columbia's funding application/proposal in an amount not-to-exceed \$1,799,004.64 for anticipated expenditures from August 1, 2020 through December 30, 2020.

4. ***Reimbursement Requests and Payment.*** Contract payments shall be made on a reimbursement basis upon the presentation of adequate documentation of Columbia's incurred expenditures to Boone County's Office of Emergency Management (OEM). City of Columbia will cooperate with County, by and through County's OEM, on the form, content, and the manner of, submitting documentation of expenditures to trigger a reimbursement under this Agreement.

5. ***Representations With Each Reimbursement Request.*** With each reimbursement request, City of Columbia will certify as follows:

- a. The expenditures were 1) necessary expenditures incurred due to the public health emergency with respect to COVID-19; 2) not accounted for in the budget most recently approved as of March 27, 2020; and 3) incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- b. Expenditures adhere to applicable, official federal guidance on what constitutes a necessary expenditure for purposes of the CARES Act.
- c. The reimbursement request is not being used for expenditures for which City of Columbia received any other emergency COVID-19 supplemental funding for the same expense.
- d. Any reimbursement that is later found to not adhere to applicable federal restrictions shall be returned to County.
- e. The person signing the reimbursement request and certification has authority to do so on behalf of and for the City of Columbia.

6. **Other Funding Sources / Avoiding Duplication of Funding.** City of Columbia is expected to pursue possible COVID-19 funding from other sources. City of Columbia shall periodically, upon request, furnish to the County information as to its efforts to obtain such other sources of funding in accordance with this provision. City of Columbia shall only request reimbursement for expenses not reimbursable by any other secured funding source. City of Columbia shall not invoice County for expenses invoiced to another funding source. City of Columbia shall provide documentation and assurance to County that requests for reimbursement from County is not a duplication of reimbursement from any other source of funding.

7. **Audits and Records Retention.** City of Columbia agrees to keep, maintain, and make available to County or its designee records relating to this contract agreement sufficient to verify the expenditure of funds in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

8. **Modification or Amendment.** In the event City of Columbia requests to make any change, modification, or an amendment to funded services, one-time items, activities, and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the County's Office of Emergency Management for consideration and possible approval by the County Commission.

9. **Compliance with Laws.** In performing all services under the resulting contract agreement, City of Columbia shall comply with all applicable local, state, and federal laws.

10. **Discrimination.** City of Columbia will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

11. **Subcontracts.** City of Columbia may enter into subcontracts for components of the contracted service as City of Columbia deems necessary within the terms of the contract. All such subcontracts require the written approval of County or its designated representative. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

12. **Employment of Unauthorized Aliens Prohibited.** City of Columbia agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. City of Columbia shall require each subcontractor to affirmatively state in its Agreement with the City of Columbia that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state

of Missouri. Provider shall also require each subcontractor to provide City of Columbia a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

13. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, the agreement may be terminated by County upon 15 days' written notice for any of the following reasons:

- a. Due to the material breach of any term or condition of this Agreement; or
- b. If appropriations are not made available and budgeted as required by Missouri law.

14. **Indemnification and Hold Harmless.** To the extent permitted under Missouri law, the City of Columbia agrees to hold harmless, defend and indemnify the County, its officials, directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of the City of Columbia's services (meaning anyone, including but not limited to consultants having a contract with the City of Columbia or subcontractor for part of the services), or anyone directly or indirectly employed by the City of Columbia, or of anyone for whose acts the City of Columbia may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

15. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the County and City of Columbia.

16. **Binding Effect.** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

17. **Entire Agreement.** This agreement constitutes the entire agreement between the parties as to this funding application/proposal and supersedes any prior negotiations, written or verbal, and other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement. It is anticipated the parties may have other agreements that address other funding applications/proposals for CARES funding.

18. **Notice.**

- a. Any written notice or communication to **County** shall be mailed or delivered to: Boone County OEM, CARES funding program, 2145 County Drive, Columbia, MO 65202.

- b. Any written notice or communication to **City of Columbia** shall be mailed or delivered to: City of Columbia, Attn: Stephanie Browning, Columbia/Boone County PHS, 1005 W. Worley Street, Columbia, MO 65203.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**City of Columbia**

By:

\_\_\_\_\_  
John Glascock, City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

Approved as to Legal Form:

\_\_\_\_\_  
Nancy Thompson, City Counselor

**Boone County, Missouri**

By: Boone County Commission

\_\_\_\_\_  
Daniel K. Atwill, Presiding Commissioner

ATTEST:

\_\_\_\_\_  
Brianna L. Lennon, County Clerk

Approved as to Legal Form:

\_\_\_\_\_  
CJ Dykhouse, County Counselor

**BOONE COUNTY AUDITOR CERTIFICATION:** In accordance with RSMo. §50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appropriation Account

July 13, 2020

Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
801 E. Walnut St., Rm 333  
Columbia, MO 65201-7732

Dear Commissioners:

Please accept this as a formal request for CARES Act funding to cover an expansion of public health activities performed by Columbia/Boone County Public Health and Human Services (PHHS).

Boone County received its first report of a positive case of COVID 19 on March 13, 2020. As you know, multiple Public Health Orders have been issued in an attempt to flatten the curve and decrease transmission of the virus that causes COVID 19. Those efforts were successful through the end of March and through April. On May 4, 2020, Public Health Orders began a slow re-opening of the local economy. Those Orders were expanded as we moved through May and June. With that expansion, we have unfortunately seen a substantial increase in COVID 19 cases.

Since our first case in March 2020, it took 55 days to reach 100 cases, followed by 26 days to reach 200 cases, followed by 14 days to reach 300 cases, then 8 days to reach 400 cases, four days to reach 500 cases, and finally, 3 days to reach 600 cases. The high rate of case increase has caused us to not be able to meet our disease investigation, contact tracing, health education, and data analysis goals during the pandemic.

In addition to what we've already seen in case growth, we believe we will see much larger growth in cases once students return to Boone County in August, and again 2-4 weeks after their return. This is based on a trend for the majority of Boone County cases to be under the 30 years of age (currently 59% of cases are under 30). Furthermore, 48% of cases are under the age of 25. Research shows that people in this age group are often asymptomatic, or their symptoms are so slight that they don't realize they have the virus early in their infectious period. Once the symptoms worsen and they test positive, we begin a contact tracing effort with them. At this point, we often find that the cases in this age group are not following social distancing guidelines. They are often socializing with 8-10 friends at a time and have not maintained six feet of distance, share drinks, hug, etc. leading to many of these friends becoming positive also. For these reasons, we expect this trend to continue when more students return to Columbia.

Our total personnel request is to hire 40, temporary full-time employees to meet our case investigation, contact tracing, health education, and data analysis needs. As you are aware, we have had to severely decrease our regular public health services, such as immunizations, STI exams, family planning, HIV testing, and food safety services to mount a response to the pandemic. With school quickly approaching, we must free up staff to provide back to school immunization services and with flu season around the corner, our existing nursing staff will be need to conduct our school-based and community influenza vaccination programs. We also continue to need to investigate other reportable communicable diseases in addition to COVID-19. Many of our employees have been working 6-7 days per week, and it is not sustainable.

The Centers for Disease Control and Prevention recommends 30 contact tracers per 100,000 population. Based on Boone County's population of approximately 180,000, we should have 54 disease investigators/contact tracers using this model. Currently, we have 24 people doing contact tracing and 14 people doing case investigations (this involves speaking with actual positive cases to determine, among other things, their close contacts). It is important to understand that the employees currently completing this work cannot dedicate 100% of their time to these efforts, so while it may look like we have 38 people working on case investigation and contact tracing efforts, we don't have 38 people working 100% of their time on these efforts. As a result, we are requesting funds to support 32 temporary full-time positions for 37 weeks to help meet our current case investigation and contact tracing goals and handle the expected increases in cases as we move into the fall and winter. These positions include 12 Disease Investigators, 15 Contact Tracers, 3 Contact Tracer Team Leads and 2 Communicable Disease Specialists. Given that the 38 people we have can't dedicate 100% of their time to contact tracing efforts, we believe that even with this request, we will still be short of the 54 contact tracers recommended by CDC.

Disease Investigators will make initial contact with positive cases within 24 hours of us receiving the positive lab report. They will discuss symptoms, sources of exposure, close contacts, and isolation requirements with each case. Contact Tracers will communicate with each person identified as a close contact to a known case within 24 hours of the close contact being identified. They will provide information on quarantine and COVID 19 testing recommendations. The 3 Contact Tracer Leads will handle overall coordination of Contact Tracers including scheduling, assuring Contact Tracers are properly trained and have appropriate resources as needed, and they will be doing some contact tracing, themselves. The 2 Communicable Disease Specialists will be responsible for verifying laboratory reports, conducting case investigations, liaising with disease reporters, and assisting in epidemiological analysis.

We are also requesting funding for 2 Health Educators. They will be responsible for assuring the public at large and businesses are appropriately educated on efforts to limit the spread of COVID 19. This includes developing social media and other electronic resources that can be used to raise awareness of COVID 19 prevention strategies. This group will also be public health's primary communicators with the business and education community on guidance they can use to assure their businesses are compliant with current Orders and ordinances. This group is also responsible for responding to the e-mails and phone calls from the public.

Lastly, we are requesting 2 Data Analysts and 3 Data Entry positions. The Data Entry positions will be responsible for extracting data from multiple case investigation and contact tracing documents and entering that data in spreadsheets used to conduct epidemiological analysis. This includes demographic, symptomology, symptom onset dates, isolation and quarantine periods, sources of exposure, etc. on each case and contact. The 2 Data Analysts will be responsible for conducting analysis necessary to produce daily reports used to characterize the pandemic in Boone County, along with assuring the Boone County Information Hub is updated daily. These analysts will also work on producing more in-depth analysis of the data so we can better understand particular groups or populations where education and awareness efforts should be focused.

City of Columbia temporary employees who work 30 or more hours per week are offered health insurance, thus that cost has been added to the attached budget, along with social security costs, and costs for computers. Please see the attached job descriptions for each of the positions mentioned in this proposal.

We have also included a request for funding for testing. Boone County's healthcare systems have established drive-through testing sites which have provided a much-needed testing source. Unfortunately, these systems have ended up covering the costs of many uninsured people who were tested. They have started to look to PHHS to help cover the testing needs of these individuals. Thus the attached budget includes a request for \$399,600 to cover testing costs for the uninsured. This amount was calculated using a cost of \$150 per sample, 12 samples/day for 24 weeks, with the sampling sites operating 6 days per week. The 12 samples/day was calculated by first determining the average number of specimens collected from Boone County citizens each day from June 15, 2020 through July 8, 2020 to be 136. Data from the 2018 Community Health Assessment indicates approximately 8% of Boone County's population is uninsured. Applying this percentage to the 136 average specimens per day leads to 11 specimens per day from the uninsured population. The 8% uninsured figure does not account for the economic impact of the pandemic, so we have added one additional uninsured person to the daily testing count to arrive at 12 per day.

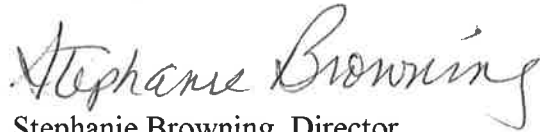
Please see the attached Budget Detail for our total request.

Last week, the Missouri Department of Health and Senior Services released a CARES Act Funding Toolkit for Local Governments. This toolkit specifically states that funding COVID 19 costs of local public health agencies is an appropriate use of CARE Act funds. It goes on to state that these funds can be used for contact tracing and testing capacity. Thus, we feel our request is well within the guidelines set out in the toolkit, and thus are eligible expenses under the CARES Act. You can be assured that we will diligently track all expenditures related to this request and will do everything in our power to maximize this funding. We are good stewards with our resources, and as you may recall, we previously returned funding to the Boone County Community Health fund when we realized that an access to health care pilot project was not going to be successful.



We appreciate your consideration of this request and ask that you expedite your review as cases are increasing at an alarming rate in Boone County and we expect even more spikes once the students return next month. We look forward to discussing this proposal with you. As always, thank you for your continued support of our department.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Browning".

Stephanie Browning, Director  
Columbia/Boone County Public Health and  
Human Services

SB/sac

cc: John Glascock, City Manager

Attachments

**Columbia/Boone County Public Health and Human Services CARES Act Proposal to Boone  
County Commission (August 1, 2020 - December 30, 2020)**

**Detailed Budget**

<b>Description</b>	<b># of positions</b>	<b>Hourly Rate</b>	<b># of hours per week</b>	<b># of weeks</b>	<b>Total</b>	
Disease Investigators (Temp job category 002 - Professionals) (rate includes the employee providing their own phone, and work space)	12	\$25.83	40	22	\$272,764.80	
Contact Tracer Team Leads (Temp job category 005 - Para-Professionals) (rate includes the employee providing their own phone, and work space)	3	\$22.00	40	22	\$58,080.00	
Contact Tracers (Temp job category 005 - Para-Professionals) (rate includes the employee providing their own phone, and work space)	15	\$17.00	40	22	\$224,400.00	
Health Educators (Temp job category 002 - Professionals) (will house those staff at the office)	3	\$19.21	40	22	\$50,722.32	
Data analyst (Temp job category 002 Professionals) ( position should be able to use an existing desk, phone, docking station, etc. if they need to be in the office, otherwise work from home)	2	\$25.00	40	22	\$44,000.00	
Data extraction/entry positions (Temp job category 003 - Technicians) (should be able to use an existing desk, phone, docking station, etc. if they need to be in the office, otherwise work from home)	3	\$17.00	40	22	\$44,880.00	
Communicable Disease Specialist (Temp job category 002 - Professionals) (can house in our offices)	2	\$19.21	40	22	\$33,814.88	\$728,662.00
Social Security (7.65%)					\$55,742.64	
Health Insurance (\$3,865 per positior calculated by extrapolating an annual rate of \$9,135/per position to 22 weeks)					\$154,600.00	
Computers (40 computers at \$1,250 each)					\$50,000.00	
<b>Total Temp Personnel Request</b>					<b>\$989,004.64</b>	
	Number of specimens/day	# of days/week	# of weeks	Cost per specimen		

Specimen testing costs (\$150 per sample, 12 samples/day, 24 weeks, 6 days/week - Average number of Boone County specimens for 6/15/2020 - 7/8/2020 is 136. We expect the amount of testing to increase as we move into Fall due to more disease transmission as a result of students returning to Columbia. As a result, we are estimating 50 tests p day for uninsured individuals.

50	6	18	\$150.00	\$810,000.00
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**Total Proposal Request**

**\$1,799,004.64**

# Job Descriptions

Position Title: Disease Investigator

Pay Rate: \$25.83 per hour

Length of Position: This is a temporary position at 40 hours per week for up to 37 weeks.

Special Requirements: Employee will work remotely and must provide their own work space, internet access, and phone. Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

Job Description Summary: Performs epidemiological work in the investigation, analysis, prevention and control of COVID-19.

Essential Job Functions:

- Conducts interviews of cases and others to ascertain disease incidence and/or prevalence and identifying/collecting information on close contacts of cases.
- Thoroughly records outcomes of case investigations on provided electronic forms.
- Identifies close contacts of cases.
- Educates cases on the isolation and quarantine requirements and their importance in preventing the spread of disease.
- Uses independent judgement in determining source of exposure, as well as isolation and quarantine periods, following prescribed guidance.
- Informs supervisor if concerns arise while working with a client.
- Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.
- Maintain daily communication with supervisor on activities and tasks.
- Presents a courteous and helpful demeanor to all contacts.

Ancillary Job Functions: Perform other related duties as assigned.

Education and Experience: A Bachelor's Degree from an accredited four-year college or university in a health-related field such as chronic disease, communicable disease, human nutrition, injury control, environmental epidemiology, or infection control.

Knowledge, Skills, Abilities: A track record of excellent communication, customer service, computer, and attention to detail skills is required, including the ability to interact professionally and with culturally diverse individuals.

Ability to relate to diverse populations.

Physical Abilities: While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to perform office work.

Occasional need to stand, walk, stoop, bend, kneel or crouch.

Specific vision abilities required by this job include close vision and color vision.

Supervision Exercised: None

**Position Title:** Contact Tracer Team Lead

**Pay Rate:** \$22.00 per hour

**Length of Position:** This is a temporary position at 40 hours per week for up to 37 weeks.

**Special Requirements:** Employee will work remotely and must provide their own work space, internet access, and phone. Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

**Job Description Summary:** Guides and oversees a team of COVID-19 contact tracers

**Essential Job Functions:**

- Assures contact tracers have all necessary equipment and resources to efficiently and thoroughly conduct contact tracing.
- Sets schedule for contact tracers.
- Assures contact tracers are thoroughly trained on conducting contact tracing, including appropriate communication with contacts, understanding quarantine requirements, assuring online contact tracing training is successfully completed, access to all online resources, and training on using online resources.
- Acts as a bridge between contact tracers and disease investigators.
- Tracks workflow in REDcap.
- Conducts contact tracing as time allows.
- Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.
- Maintain daily communication with supervisor on activities and tasks.
- Presents a courteous and helpful demeanor to all contacts.

**Ancillary Job Functions:** Perform other related duties as assigned.

**Education and Experience:** A High School diploma or GED is required. College or graduate level public health academic training preferred.

**Knowledge, Skills, Abilities:** A track record of excellent communication, customer service, computer, and attention to detail skills is required, including the ability to interact professionally and with culturally diverse individuals.

Ability to relate to diverse populations.

**Physical Abilities:** While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to perform office work.

Occasional need to stand, walk, stoop, bend, kneel or crouch.

Specific vision abilities required by this job include close vision and color vision.

**Supervision Exercised:** None



Position Title: Contact Tracer

Pay Rate: \$17.00 per hour

Length of Position: This is a temporary position at 40 hours per week for up to 37 weeks.

Special Requirements: Employee will work remotely and must provide their own work space, internet access, and phone. Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

Job Description Summary: Communicates with close contacts of COVID 19 cases to document symptoms and provide quarantine instructions.

Essential Job Functions: Uses a web-based surveillance system to call all contacts of anyone diagnosed with COVID -19

During calls, document symptoms, refer for testing as necessary, and provide contacts with quarantine instructions.

Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.

Maintain daily communication with supervisor on activities and tasks.

Presents a courteous and helpful demeanor to all contacts.

Ancillary Job Functions: Perform other related duties as assigned.

Education and Experience: A High School diploma or GED is required. College or graduate level public health academic training preferred.

Knowledge, Skills, Abilities: A track record of excellent communication, customer service, computer, and attention to detail skills is required, including the ability to interact professionally and with culturally diverse individuals.

Ability to relate to diverse populations.

**Physical Abilities:**

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to perform office work.

Occasional need to stand, walk, stoop, bend, kneel or crouch.

Specific vision abilities required by this job include close vision and color vision.

**Supervision Exercised:**

None

**Position Title:** Communicable Disease Specialist

**Pay Rate:** \$19.21 per hour

**Special Requirements:** Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

**Job Description Summary:** Oversee surveillance and investigation of reportable communicable diseases within the county.

**Length of Position:** This is a temporary position at 40 hours per week for up to 37 weeks.

**Essential Job Functions:** Monitor disease case reports received by the Department of Public Health and Human Services. Initiate appropriate investigation and case follow up.

Coordinate with other departments as necessary for disease investigations.

Interpret lab results and notify appropriate staff of results.

Complete reports of disease investigation and database updates

**Ancillary Job Functions:** Perform other related duties as assigned.

**Education and Experience:** A four-year degree in Biological Sciences, medical Technology, Public Health or a related field with 3 years related experience.

**Knowledge, Skills, Abilities:** Knowledge of communicable diseases, including their modes of transmission, prevention and treatment.

Ability to develop and maintain effective working relationships with other employees, clients, representatives of other governmental agencies, and the general public.

Ability to relate to diverse populations, including persons with communicable diseases.

Ability to manage multiple projects and stay organized.

Skills to communicate effectively orally and in writing.

Ability to prepare reports, maintain records and adapt records systems for computerization.

Ability to analyze case reports, lab reports and samples.

Knowledge of general office computer systems, and records databases.

**Physical Abilities:**

Frequently required to sit, talk and hear.

Must have ability to identify and distinguish colors, have clarity of vision at 20 inches or less.

Must be able to concentrate and focus attention.

Must be able to lift up to 10 pounds.

Regular attendance is a necessary and essential function.

**Supervision Exercised:**

None

Position Title: COVID 19 Health Educator

Pay Rate: \$19.21 per hour

Length of Position: This is a temporary position at 40 hours per week for up to 37 weeks.

Special Requirements: Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

Job Description Summary: Works with a team of other health educators to provide COVID 19 related information to the public and business community.

Essential Job Functions: Develop web-based and other electronic resources to educate the general public and businesses about the requirements of Orders and ordinance involving COVID 19.

Develop web-based and other electronic resources to educate the general public and businesses about COVID 19 in general, including symptoms, prevention, data trends, etc.

Work with a team of health educators to assure consistency in the communications with the general public and businesses.

Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.

Maintain daily communication with supervisor on activities and tasks.

Presents a courteous and helpful demeanor.

Ancillary Job Functions: Perform other related duties as assigned.

Education and Experience: A Bachelor's Degree from an accredited four-year college or university with an emphasis in health education, health statistics, biostatistics, or epidemiology.

Knowledge, Skills, Abilities: A track record of excellent communication, customer service, computer, and attention to detail skills is required, including the ability to interact professionally and with culturally diverse individuals.

Ability to relate to diverse populations.

**Physical Abilities:**

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to perform office work.

Occasional need to stand, walk, stoop, bend, kneel or crouch.

Specific vision abilities required by this job include close vision and color vision.

**Supervision Exercised:**

None

Position Title: COVID 19 Data Analyst

Pay Rate: \$25.00 per hour

Length of Position: This is a temporary position at 40 hours per week for up to 37 weeks.

Special Requirements: Employee will work remotely and must provide their own work space, internet access, and phone. Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

Job Description Summary: Works with a team of data analysts and data entry operators to analyze various COVID 19 data in an effort to accurately characterize the spread and epidemiology of COVID 19.

Essential Job Functions: Uses software to provide routine and special analysis of COVID 19 case data.

Conduct daily data analysis by a daily deadline. Assure results of analysis are entered into spreadsheets for daily update of website by daily deadline.

Assist lead data analyst in determining special data analysis needed to investigate trends in data.

Assist lead data analyst in designing special data analysis protocols.

Prepare data analysis/epidemiological reports on COVID 19 data analysis.

Work as part of a team to assure consistency in COVID 19 data analysis and to identify opportunities for quality improvement in data analysis.

Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.

Maintain daily communication with supervisor on activities and tasks.

Presents a courteous and helpful demeanor.

Ancillary Job Functions: Perform other related duties as assigned.

Education and Experience: A Bachelor's Degree from an accredited four-year college or university with an emphasis in health statistics, biostatistics, or epidemiology. Master's Degree preferred.

Knowledge, Skills, Abilities: A track record of excellent communication, customer service, computer, and attention to detail skills is required, including the ability to interact professionally and with culturally diverse individuals.

Skilled in using analytical software such as Excel and SPSS.

Ability to relate to diverse populations.

Physical Abilities: While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to perform office work.

Occasional need to stand, walk, stoop, bend, kneel or crouch.

Specific vision abilities required by this job include close vision and color vision.

Supervision Exercised: None



**Position Title:** COVID 19 Data Entry Specialist

**Pay Rate:** \$17.00 per hour

**Length of Position:** This is a temporary position at 40 hours per week for up to 37 weeks.

**Special Requirements:** Employee will work remotely and must provide their own work space, internet access, and phone. Work hours will include a combination of normal work hours of Monday-Friday 8:00 a.m. – 5:00 p.m., as well work hours outside the normal hours including weekends.

**Job Description Summary:** Extract appropriate data from case investigation and contact tracing forms/data bases and enter data in spreadsheets and other electronic platforms.

**Essential Job Functions:**

- Review electronic case investigation files and contact tracing database to extract certain data points.
- Enter data in spreadsheets and other electronic platforms.
- Work as part of a team to assure consistency in COVID 19 data analysis and to identify opportunities for quality improvement in data analysis.
- Maintains strict confidentiality, adheres to all HIPAA guidelines/regulations.
- Maintain daily communication with supervisor on activities and tasks.
- Presents a courteous and helpful demeanor.

**Ancillary Job Functions:** Perform other related duties as assigned.

**Education and Experience:** High School diploma required.

**Knowledge, Skills, Abilities:** A track record of excellent communication, customer service, computer, and strong attention to detail skills is required, including the ability to interact professionally and with culturally diverse individuals.

Skilled in using analytical software such as Excel.

Ability to relate to diverse populations.

**Physical Abilities:**

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands to perform office work.

Occasional need to stand, walk, stoop, bend, kneel or crouch.

Specific vision abilities required by this job include close vision and color vision.

**Supervision Exercised:**

None

## FEDERAL FUNDING CERTIFICATION


I, Daniel K. Atwill, am the chief executive of Boone County, Missouri, and I certify that:

1. I have the authority on behalf of Boone County, Missouri to request direct payment from the State of Missouri pursuant to Section 14.435 of SS SCS HCS HB 2014, from the allocation of funds to the State of Missouri from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Missouri will rely on this certification as a material representation in making a direct payment to Boone County, Missouri.
3. Boone County, Missouri's 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 Boone County, Missouri; and
  - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. Funds provided as direct payment from the State of Missouri pursuant to this certification for necessary expenditures that were incurred during the period that begins on March 1, 2020, and ending on December 30, 2020, that are not expended on those necessary expenditures on or before March 31, 2021, by the political subdivision or its grantee(s), must be returned to the State of Missouri on or before April 1, 2021.
5. Funds provided as a direct payment from the State of 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 the State of Missouri.
6. Any local government 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 State of Missouri upon request.
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 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. A county or city not within a county may use funds received pursuant to this certification to make a grant to any other political subdivision within its jurisdiction. Such a grant 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 December 30, 2020. The county or city within a county issuing the grant is responsible for the documentation requirements in section 6 of this certification.

**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: Daniel K. Atwill

Signature: 

Title: Presiding Commissioner, Boone County, Missouri

Date: April 29, 2020

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_.

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of July 8, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**Eligible Expenditures**

***Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

***The Guidance says that funding can be used to meet 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. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that 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, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

***The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

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<sup>1</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, 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, are not eligible uses of Fund payments.

***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) 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.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include 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. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.



***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the 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, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

***May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

***Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

***Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

***May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

***If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

***May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

***Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

***May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says that funding may be used to meet 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. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

***May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

***May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

***May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

***May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

***Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

***May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?***

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

***May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?***

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

***May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?***

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***The guidance provides that funding may be used to meet 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. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?***

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

***May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?***

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, 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. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

**Questions Related to Administration of Fund Payments**

***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

***Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

***Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019.

***If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-

specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

***Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

***If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.