



GEARY COUNTY
CORONAVIRUS RELIEF FUND
MUNICIPAL ASSISTANCE

Subject: Policy Guidance on allowable activities using Coronavirus Relief Fund

Date: 07/10/2020

The Coronavirus Relief Fund (CRF) was established in section 5001 of the CARES Act to assist State and Local Governments prepare, mitigate and respond to the impacts of COVID-19. The county will be provided CRF proceeds from the State of Kansas Office of Recovery and is required to develop an overarching spending plan outlining eligible use of funds. To assist in the development of this required Spending Plan, the County is soliciting information from your municipality for certain eligible CRF reimbursable costs. To ensure consistency in analysis of your needs, the County is providing the following guidance for each category of expense outlined in the survey accompanying this document.

Surveys should be completed by Friday, July 24, 2020 and submitted to SPARKGearyCounty@gmail.com

Payroll Expenses

Certain payroll costs for staff that have been or continue to be substantially dedicated to COVID-19 activities are considered eligible for reimbursement. Cities will be asked to aggregate costs each of the following categories:

- Public Safety Staff
- Public Health Staff
- Human Services Staff
- Admin/Support Staff

While cities are not being asked to provide detailed information at this time, cities will be required to outline the following for all staff that are considered substantially dedicated to COVID-19:

- Employee Name
- Dates they were substantially dedicated to COVID-19
- Responsibility or activities prior to the COVID-19 public health emergency
- Responsibility or activities that are related to responding to the COVID-19 public health emergency for the time period identified

As a matter of administrative convenience, cities can consider an employee substantially dedicated to COVID-19 related activities if greater than 51% of their time during a payroll period was spent on these



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activities. Cities may request reimbursement of all the staff member's straight time, overtime and fringe benefits for the corresponding pay period.



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Leave

The Families First Coronavirus Response Act (FFCRA) outlines requirements that public employers must adhere to for employees impacted by disruptions associated with COVID-19. Under the FFCRA, an employee is entitled to paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Additionally, some leave may have been granted to be compliant with Family Medical Leave Act (FMLA) that is also relate to COVID-19 related impacts. While FFCRA implementation covers leave beginning April 1, some FMLA -and- FFCRA categories leave may have been incurred after March 1 but before FFCRA became active April 1. Cities may consider FFCRA and COVID-19 related FMLA leave eligible for reimbursement since it represents an unanticipated and expense to the City greater than budgeted.

Adjustments to the delivery of government services

The following items are considered eligible for CRF reimbursement:

- Communication and community outreach to inform area residents of changes to essential services

Where possible these services should be performed by the City, or at the request of the City and should only be for general information to the public about necessary adjustments to the delivery of city provided services due to closures, relocations or other public safety measures related to COVID-19

- Technology Hardware & Software necessary to transition to work from home, or digital service models to deliver essential services to area residents

Such examples include video conferring software and related hardware, website or constituent engagement portal updates or upgrades, and/or limited broadband upgrades for central government buildings to adhere to increased video conferring usage.

- Cost of facility retrofits necessary to comply with local health requirements

Retrofits should be for addressing immediate employee and public health risks associated with COVID-19. Examples include spacing out working spaces to promote social distancing or modifying public interface arrangements to accommodate safe engagement between the general public and government



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employees.

Public Health Initiatives

The following items are considered eligible for CRF reimbursement:

- Communication and community outreach to inform public of public health guidance

Where possible these services should be performed by the City, or at the request of the City and should only be for general information to the public about COVID-19 specific public health guidance issued by the local or State Department of Health.

- Non-congregate sheltering costs for front-line staff interacting with COVID-19 patients

Some front-line workers who regularly interact with potential COVID-19 patients or individuals are unable to self-isolate and require separate non-congregate sheltering. Only costs incurred by the City on behalf of these individuals are considered eligible for reimbursement.

- Disinfection of public and local congregation areas

Costs incurred by the city disinfect public buildings and local congregation areas may be reimbursable. Cities will need to demonstrate that the services represent an increase over pre-COVID cleaning practices.

- COVID-19 preparation and response emergency planning

Examples include costs associated with training of staff, developing isolation plans, updating current emergency management plans to address COVID-19 related complexities.

- PPE or related protective equipment not covered by FEMA Public Assistance

While PPE and related equipment for front line, emergency and public health workers is likely to be reimbursable through FEMA, generally any PPE provided to City employees will be considered eligible for reimbursement

- Costs for acquisition and installation of protective equipment

Examples include protective barriers, fencing to secure closed areas or temporary plexiglass for public engagement points.