How Small Cities Can Effectively Use Coronavirus Relief Funds

Insights from Cities & the Department of Commerce

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How Small Cities Can Effectively Use Coronavirus Relief Funds

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Objectives

• Gain new ideas for utilizing CARES funds in your community.
• Understand what resources are available to help you use funds.
• Learn how to apply for CRF Funds, what expenses are eligible, and how to apply for reimbursement.

Poll: What is your role in city government?

A. Elected Official
B. City Manager/City Administrator
C. City Staff
D. Other
Poll: Has your city contracted with Commerce to receive CARES funds?
A. Yes
B. No
C. Unsure

How Small Cities Can Effectively Use Coronavirus Relief Funds

Insights from Cities & the Department of Commerce
Mayor Dorothy Knauss
City of Chewelah

Mayor Jerry Phillips
City of Long Beach
Mayor Carlene Anders
City of Pateros

SALVAGING OUR TOURIST SEASON
INCREASING HEALTHY CAPACITIES FOR DOWNTOWN BUSINESSES

Downtown businesses will have limits on capacity as we move through the State mandated phasing. Purchase moveable seating for the mall so that businesses can expand and increase capacity. Restaurants, including bakery and Kodie’s will be limited between 50-75% indoor capacity until Phase 4. Outdoor dining can be spaced throughout the Mall benefiting tourist and the lunch crowd. The Central building can also use the seating to allow for additional event space on their Mall patio area. The Mall becomes a large lobby and meeting space for offices, the Resource Center, and the dentist. The library can also increase capacity by expanding work and wi-fi station onto the mall.

Management:
- Partner with businesses to maintain seating in front of their business throughout the week.
- Businesses set up sanitizing stations
- Install cameras to help prevent theft
RECOVERY WILL HAPPEN IN PUBLIC SPACE
Pateros is uniquely situated facilitate safe activities. Large outdoor plaza, large open parks and trails.

REDUCING RISK OF CORONAVIRUS TRANSMISSION

HARM REDUCTION TIPS FOR ANYWHERE OTHER THAN HOME:
- MASKS
- DISTANCE
- CLEAN HANDS
- FEWER PEOPLE
- VENTILATION

- KEEP INTERACTIONS BRIEF
- AVOID SHARING FOOD, DRINKS, TOYS, OR SPORTS EQUIPMENT

RISK OF TRANSMISSION

AT HOME WITH YOUR FAMILY
WALK/RUN/BIKE OUTDOORS WITH OTHER PEOPLE
GROUP GATHERING OUTDOORS
GROUP GATHERINGindoors

@JehaMarkus + @JehaMarkus
RE-THINK THE PATEROS FESTIVAL MODEL
The large festival may be limited or cancelled for the next two years. Invite businesses to setup shop in downtown Pateros. Non-profits/ API manage events in exchange for partial revenues. City waive event and reservation fees.

1. Set up Commerce Committee
   a. Business Reps
   b. City
   c. API & Non-profits
2. Commerce Committee coordinate entertainment or develop entertainment committee.
3. Local businesses manage beer garden
4. API & Non-profits develop and manage market or "business bazaar" for booth rental fees or % of sales.
   a. Food vendors
   b. Crafts/homemade goods
   c. Pet grooming and barbers
   d. Insurance and real estate
   e. Farmer goods/plants/ preserves

Coronavirus Relief Funds Resources

Local Government Coronavirus Relief Funds

Governor Inslee announced that the state would award $300 million of the state’s CARES funding to local governments that did not receive direct distributions under the CARES Act.

Cities and counties are taking extraordinary measures to protect their residents during the COVID-19 pandemic while

Program Links

- CRF Allocations (Updated 5-18-2020)
- CRF Fact Sheet
- CRF Treasury Guidance (Updated 6-30-2020)
- CRF Treasury Frequently Asked Questions (Updated 8-10-2020)
- CRF Program Guidance
- CRF Eligibility Cost Test
- CRF Commerce Frequently Asked Questions (Updated 8-6-2020)
- CRF A-10 Invoice Certification
- CRF Activity Report
- Setting up a SWV #: Office of Financial Management
- State Auditor’s Office CARES Act Guidance

Need help?

Tony Hanson, Deputy Assistant Director
Local Government Division
Tony hanson@commerce.wa.gov
Phone: (360) 725-3005
Recipients and awards

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Cities and counties below 500,000-population will receive a per capita distribution of $30.00, with a minimum distribution of $250,000 per county and $25,000 for cities and town. The specific distribution allocations were determined by the Office of Financial Management. Click here for a complete list of local governments and their award amounts from the state's Coronavirus Relief Funds (CRF).

Funding criteria

_Expenditures must be used for actions taken to respond to the public health emergency._

Under the CARES Act, the Coronavirus Relief Funds may be used to reimburse local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru Oct. 31, 2020.

These may include expenditures incurred to allow the local government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures in response to second-order effects of the emergency, such as economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may **NOT** be used to fill shortfalls in government 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.

Payments may **NOT** be used to cover costs accounted for in the budget most recently approved as of March 27, 2020. The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.
 Eligible costs

Allowable expenditures include, but are not limited to:

1. Medical expenses such as:
   - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
   - Costs of providing COVID-19 testing, including serological testing.
   - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
2. Public health expenses such as:
   - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
   - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal...

Contracting requirements

Prior to receiving funds, a contract will need to be executed between the local governmental entity and the state. Award letters with additional instructions to initiate the contracting process will be emailed to the cities and counties receiving an allocation in the next 1-2 weeks, through May 22[rd].

All awardees will be required to set up an SWV number so funds may be sent electronically. Please find detailed instructions here: Office of Financial Management. It may take up to three weeks after the submittal of this information for an electronic transfer account to be set up.

Funds will be provided on a reimbursement basis only. The awardee shall submit invoice reimbursement requests through Commerce’s online invoicing process. Invoices must include a detailed breakdown of the costs incurred within...
Reporting requirements

Each submitted invoice must include a detailed breakdown of the costs incurred within each eligible budget and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying the invoice must be an executed A-19 certification and A-19 activity report:

A completed **A-19 Certification**:
An individual authorized to execute on behalf of the local government must certify by signing this document that the items and costs listed herein and on the accompanying Commerce A-19 Voucher charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not accounted for in the most recent approved budget as of March 27, 2020, and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Security Act ("CARES Act").

A completed **A-19 Activity Report** (instructions included in document):

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Tony Hanson
Deputy Assistant Director
Washington Department of Commerce
Contracting with Commerce

- Complete Grantee Information form sent by Commerce
- Sign Interagency Agreement with Commerce
- Set up a SWV number with the Office of Financial Management
- Submit documents to Commerce

Eligible Expenses

- The expense is connected to the COVID-19 emergency.
- The expense is “necessary”.
- The expense is not filling a short fall in government revenues.
- The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
- The expense wouldn’t exist without COVID-19 OR would be for a “substantially different” purpose.
Submitting Reimbursements

- A completed A-19 Certification
- A completed A-19 Activity Report
- Document, document, document

Questions?
Thank You!