



Local CURE Program Reimbursement Process Webinar August 12, 2020 10-11:15 AM Central Time



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor



08/12/2020



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Agenda

- **Welcome & Introductions ... 3**
- **Program Overview (Reimbursement Process) ... 5**
- **Expenditure Review ... 18**
- **Portal Navigation ... 22**

Overview

This webinar provides attendees with the following information:

Local CURE Program compliance, operations, and key reporting dates

Navigating the Portal - from login through submission



How to submit expenditures for reimbursement under the Program (via Local CURE Program Portal)

Where to find additional information, FAQs, and who to contact for help



Program Overview

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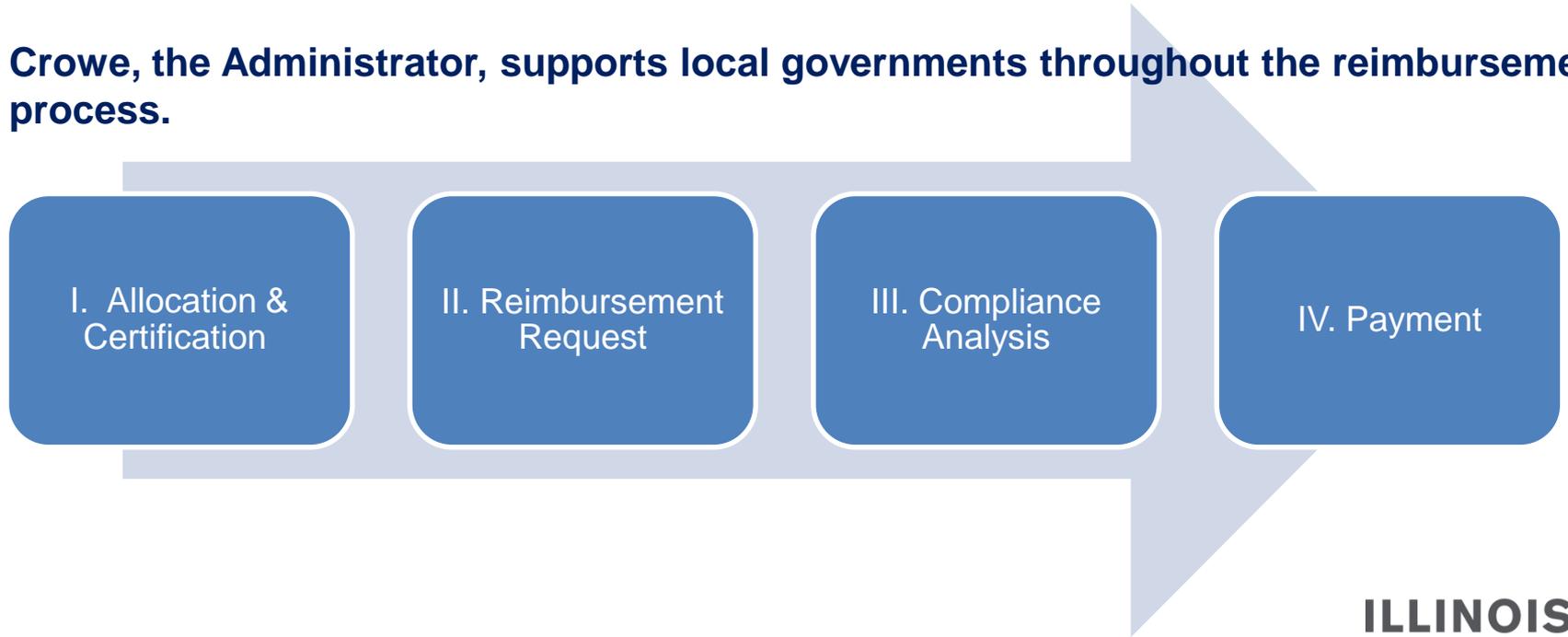
Please submit questions through the form delivered via email after webinar end.



Reimbursement Process

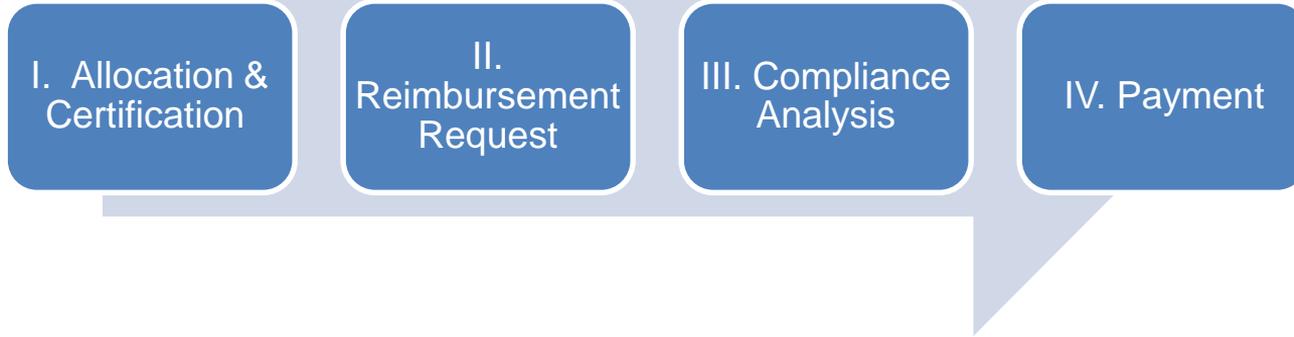
The Local CURE reimbursement process includes four stages and is supported by an online Portal to submit for reimbursement.

Crowe, the Administrator, supports local governments throughout the reimbursement process.





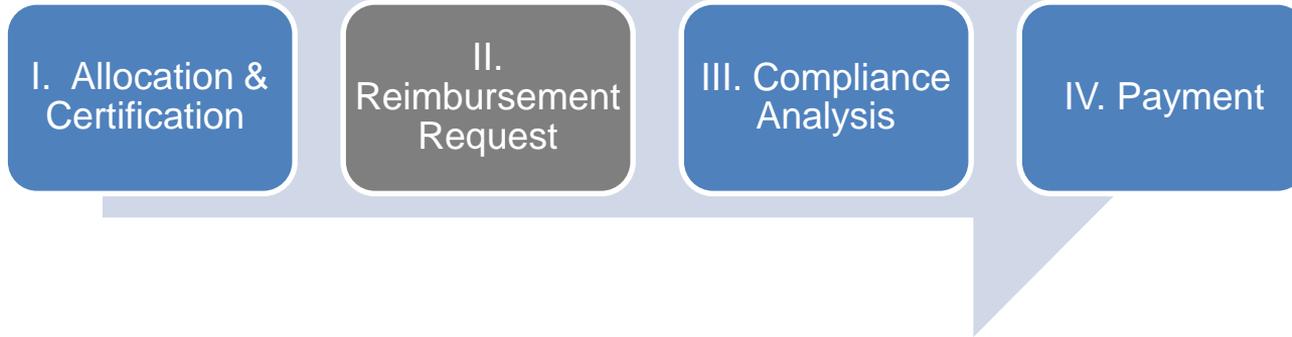
Reimbursement Process: Allocation & Certification



- Eligible local government entities receive a not to exceed allocation for Local CURE from DCEO.
- Eligible entities work with DCEO to complete a certification agreement.
- Certified entities receive a unique identification number (Certification ID) and must submit the signed agreement no later than October 1, 2020.
- Assigned allocations are for reimbursement of COVID-19 related expenditures on August 26th.



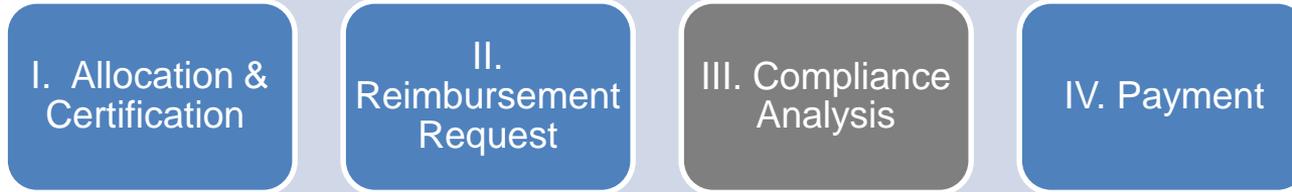
Reimbursement Process: Request Reimbursement



- Local government entities prepare their reimbursement request forms and supporting documentation for review.
- Requests are made via the Local CURE Reporting Portal ("Portal"), utilizing an online submission form. Supporting documentation may be uploaded with each submission.
- Entities may make multiple reimbursement requests during the program timeline, but no more than one reimbursement request per month.



Reimbursement Process: Compliance Review



- All requests submitted via the Portal will go through a thorough compliance review with Federal and State guidelines, including whether they are substantiated with a justification statement, and supporting documentation aligns with expenditure itemizations.
- The review team will recommend approval or denial of each request. DCEO will make the final determination. Entities will be notified of the decision as submissions are approved, denied, or returned to the local government for additional clarification.



Reimbursement Process: Payment



- Following the Compliance Review, approved requests are then sent to DCEO for payment to the entity.
- DCEO will initiate a check or ACH payment for all approved requests.
- The amount paid will reduce the remaining allocation available for future reimbursement requests.
- Local government entities can track their allocation balance directly through the Portal.



****Reminder****

Aim for easily justified
expenditures specific to
COVID-19

Reimbursement Process: Preparation Checklist

This checklist should be completed in preparation for reimbursement requests. These steps do not need to be completed more than once.

- SAM.gov
 - Please register or update your registration in SAM.gov immediately.
 - Please check the registration expiration date as well.
- Return signed certification form to DCEO.
- Utilize certification number from DCEO certification form.
- OPTIONAL - Complete ACH with Comptroller's Office (*contact 217-557-0930 to set up*) (*note: all State payments will go to this account if set up*)
- Register in the Local CURE Reporting Portal

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****Reminder****

Aim for easily justified expenditures

Reimbursement Process Checklist

This checklist should be completed for each reimbursement request.

- Complete reimbursement request via the Portal
 - Develop funding request description
 - Enter individual eligible expenditures
- Upload supporting documentation for all expenditures claimed
- Receive confirmation the reimbursement request was submitted successfully
- Prior to submitting requests for reimbursement, please begin digitizing documentation and preparing to use the portal for upload.

Program Timeline

August 19

Local CURE Portal opens for user registration

August 3

DCEO begins sending certifications to LGUs

On or About November 1

LGU receives spending status report request from DCEO

December 30

Final day a cost can be incurred under Local CURE

August 26

Portal begins accepting reimbursement requests

December 1

LGU spending status report due to DCEO

January 31, 2021*

Final day to submit reimbursement request

* Requests may be submitted in February 2021 if a LG receives a new allocation.



Reimbursement Submission Guidelines

Submission	Date Range for Expenses Incurred	Submit By Date
#1	March 1 - June 30, 2020	September 30, 2020
#2	July 1 - August 31, 2020	October 31, 2020
#3+	September 1 - December 30, 2020 <i>May submit monthly</i>	Within 30 days

- To ensure timely reimbursement of Local CURE funding and assist your team in organization, DCEO recommends local government units submit their requests in a minimum of three (3) batches.
- It is strongly advised that reimbursements be submitted within 30 days of the cost being incurred.
- January 31, 2021 is the mandatory deadline for initial allocations.

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Expenditure Review

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Required Documents

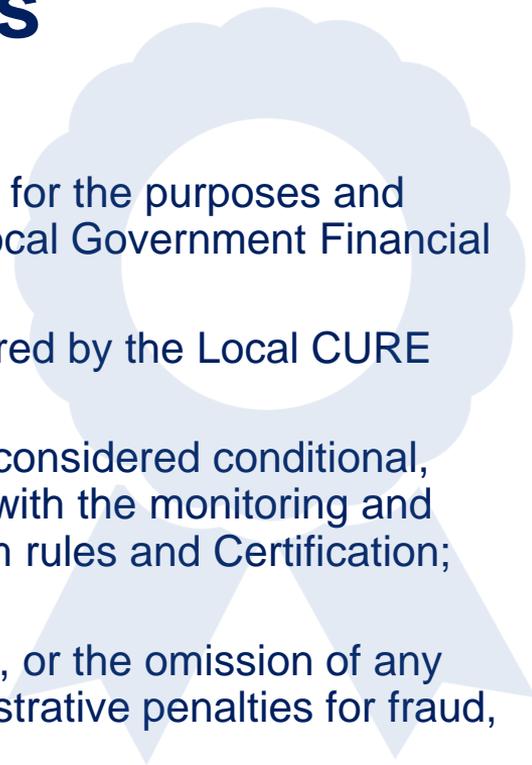
Supporting documentation for reimbursements (at a minimum) must include:

- Proof of payment for the good or service;
- Nature of the expenditure and the service period covered by expenditure
 - (note: the cost must be incurred between March 1 – December 30, 2020);
- A justification statement explaining why the cost is eligible under the Local CURE Program
- **All documents must be in an electronic format, ready for upload to the portal.**
- **All Personal Identifiable Information (PII) must be redacted from supporting documentation**
 - *Ex: Social Security Number*



Certification of Expenditures

- Payment request is true, complete, and accurate;
- The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Local Government Financial Support Conditions and Certification (“Certification”);
- Supporting documentation has been submitted as required by the Local CURE Program terms and conditions;
- Approval for any expenditure described herein shall be considered conditional, subject to further review and verification in accordance with the monitoring and records retention provisions of the Local CURE Program rules and Certification; and
- Aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.



Required Document Examples



Each request must ***build a justification case***, and therefore, a narrative must clearly demonstrate how the expenditure meets the DCEO Allowability Test.

The quality of supporting documentation impacts the turnaround time for the review process and how fast your local government will receive funds. ***Please do this work in advance of submitting a request.***

- **Payroll Records** for each included position with title, employee Id number, rate of pay and time period
- **Purchase Orders, Invoice, & Check Stubs or Other Proof of Payment** for vendor/supplier charges that include a transaction reference number, purchase date, dates of service, purchase amount and a description of the goods or services
- **General Ledger** report detailing line item expenditures that correspond to reimbursement requests
- **Applicable Organizational Policies** such as Administrative Leave
 - NOTE: Submit just the applicable policy, policy excerpt , or clearly indicate the policy if part of a larger organizational document (e.g. HR Employee Handbook). Do not send the entire HR manual.

DCEO Allowability Test

If “TRUE”
answered for the
following, Local
CURE funds may
be used:

The expense is connected to the COVID-19 emergency.

The expense is “necessary”.

The expense is not filling a revenue short fall.

The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020.

The expense is not being reimbursed through a different emergency response program.

The expense would not exist without COVID-19 OR would be for a “substantially different” purpose.



In accordance with DCEO Local CURE guidance, all expenses must be categorized under one of the following:

Expenditure Category Review

- a. Payroll for public health and safety employees
- b. Budgeted personnel and services diverted to "Substantially Different" use
- c. Improvement of telework capabilities of public employees
- d. Medical expenses
- e. Public Health expenses
- f. Facilitating distance learning
- g. Expenditures organized by subcategories for eligible costs. See 14 Ill. Admin Code 700.60(a) - the Local CURE administrative rules.



Example of Costs Ineligible for Reimbursement:

- Governmental revenue shortfall replacement;
- Damages covered by insurance;
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
- Expenses associated with provision of economic support in connection with COVID-19;
 - DCEO will provide separate guidance and details regarding the Economic Support Grant Program.
- Reimbursement to donors for donated items or services;
- Workforce bonuses other than hazard pay or overtime;
- Severance pay;
- Legal settlements;
- Indirect costs or administrative costs; and
- Incurred expenses that have been or will be reimbursed through another state or federal funding opportunity.

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Internal Monitoring & Controls Reminders

2 CFR Part 200.303, Internal controls.

The non-Federal entity must:

- (a)** Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b)** Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c)** Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- (d)** Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e)** Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75883, Dec. 19, 2014]

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Example #1

Question: We have a \$10,000 PPE expense eligible for FEMA and CURE. According to our interpretation, FEMA will cover 75% of this cost (\$7,500). We have submitted to FEMA, but have not heard back. Do we submit the full \$10,000 for reimbursement or only the remaining \$2,500 to CURE?

Answer: Based on the information provided, the expenditure would likely qualify for reimbursement.

Expenditure Category: *Public Health expenses.*

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Identification of which program to charge an expenditure to is a management decision, but one should consider the following

- ✓ 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 is not being reimbursed through a different emergency response program.
- ✓ The expense would not exist without COVID-19 OR would be for a “substantially different” purpose.

Example #2

Question: Our municipality defined hazard pay in two tiers: public safety and public health. Are both expenses fully reimbursable?

Answer: Based on the information provided, the expenditures would likely qualify for reimbursement.

Expenditure Category: ***Payroll for Public Health and Safety Employees***

NOTE: Hazard pay for COVID relief requires information on the specific fund and program being charged, as well as a detailed explanation of COVID-related duties.

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- ✓ 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 is not being reimbursed through a different emergency response program.
- ✓ The expense would not exist without COVID-19 OR would be for a “substantially different” purpose.



Portal Navigation

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Portal Launch Information

Submit and process reimbursement requests through the administrator Portal. Use a web browser- Chrome, Edge, Internet Explorer- to access the Portal.



Launch 1

- Portal opens for user registration
- FAQ's, training manuals and Help Desk available on Portal

Launch 2

- Reimbursement Request Center opens for submissions





Portal Registration



- The administrator will send all local government unit points of contact a portal **registration email**.
- To access the portal for the first time, use the **provided link within the email**.
- If you do not receive an email, check Spam and Junk folders.

Portal Registration

- The link will redirect you to the portal registration site.
- Your link is unique to the local government unit (LGU) and includes the LGU's Program ID Number.
- The LGU contact email is pre-populated. Create username and password information for your unique account.
- Do not share this information with others.



* Email

* Username

* Password

* Confirm password

[Register](#)



Welcome to the Illinois Department of Commerce & Economic Opportunity's Local CURE Program Reimbursement Portal

This portal serves as the one stop shop for Local CURE Program Reimbursement process.

We recommend you bookmark this URL.

Information on the reimbursement process and/or program will be updated regularly as new or updated information becomes available. We will also continue to update FAQs.

Portal Registration (New Users):

- Registration is required to access the portal.
- You will need an email address, and will associate yourself as a user with your respective government unit.
- If ready to start your initial reimbursement process, click here to register.

Login (Returning Users):

- If you are a returning user and need to submit a new reimbursement request, or check on an existing request, please click here.

For technical assistance, please contact the Local CURE Program Reimbursement Helpdesk.

Background

The Local Coronavirus Urgent Remediation Emergency (or Local CURE) Program (Section 3-10 of [Public Act 101-0636](#)) is a support program for units of Illinois local government as defined by the Illinois Constitution. The Local CURE program is appropriated to the department under Section 5 of Article 30 of [Public Act 101-0637](#) in State Fiscal Year 2021 for \$250,000,000 and administrative rules for the program can be found under Title 14 Ill. Admin. Code Part 700.

"Units of local government" means Illinois counties, municipalities, townships, special districts, and units, designated as units of local government by law, which exercise limited governmental powers or powers in respect to limited governmental subjects, but does not include school districts. (Illinois Constitution, Article VII, Section 1.)

What does the Local CURE Program apply to?

- All units of local government (as defined by the Illinois Constitution) outside of Cook, Lake, Will, Kane, & DuPage counties.
- The Local CURE Program is federally funded from the Coronavirus Relief Fund ("CRF") using dollars allocated to Illinois through the CARES Act.

What is reimbursable?

Local CURE will reimburse units of local government for the following expenditures:

- Costs that are necessary expenditures incurred specifically due to the COVID-19 public health emergency;
- Were not already accounted for in the government unit's budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- Were incurred during the period beginning March 1, 2020 and ending December 30, 2020.

Portal Homepage

This is the Portal homepage. It includes basic portal information and a brief background of the Local CURE Program.



[Home](#) | [FAQs](#) | [Q](#) | [Sign in](#)

Welcome to the Illinois Department of Commerce & Economic Opportunity's Local CURE Program Reimbursement Portal

This portal serves as the one stop shop for Local CURE Program Reimbursement process.

We recommend you bookmark this URL:

Portal Log In

Click Sign In after reaching the Portal homepage. It is found in the upper right hand corner of the webpage.

[↩ Sign in](#) | [Register](#) | [Redeem invitation](#)

Local SignIn

* User name

* Password

Remember Me

[Sign in](#) [Forgot your password?](#)

External SignIn

[Azure AD](#)

Portal Log In Screen

Use the username and password created during the registration process to log in to the portal.

Home > **My Reimbursement Requests**

[+ Create](#)

Created On ↓	Status Reason	Amount Requested	Funding Request Description
8/7/2020 4:19 PM	Draft	\$20,000.000	Kevin Test 2 
8/5/2020 6:40 PM	Draft	\$100,000.000	Kevin Test 

Reimbursement Request

To create a reimbursement request, first select the Reimbursement Request tab on the top Portal menu.

Users are redirected to the Reimbursement Request Center. This page displays all requests and their current status. Click “Create” to begin a new request.



Creating a Reimbursement Request

When creating a reimbursement request, group multiple costs into one request to the extent possible.

Insert your request narrative in the Funding Request Description.

Don't forget to calculate and report any additional funds your LGU may request in the future.

Click "Create" and additional fields to populate will appear below.

Home > My Reimbursement Requ... > Create Reimbursement Request

General Information

Funding Request Description

Amount Requested

Does the local government intend to use its full allotment of funds?

No Yes

Does the local government anticipate additional Local CURE Program eligible costs, incurred by December 30, 2020, that exceed the local government's allotment?

No Yes

Additional Funds Amount

Create

Creating a Reimbursement Request - Insert Expenditures

Click “Create” to enter expenses. Another window opens to allow for detailed entry of expenditure information.

Add supporting documents for each expenditure under “Documents” through a simple file upload.

Eligible Expenses

[Create](#)

Category ↑	Invoice Date	Invoice Number	Service Start Date	Service End Date
There are no records to display.				

Documents

[Add files](#) [New folder](#)

Error completing request.

Certification of Information

Certify Information is Accurate
By signing this payment request, I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Local Government Financial Support Conditions and Certification (“Certification”); and that supporting documentation has been submitted as required by the Local CURE Program terms and conditions. I acknowledge that approval for any expenditure described herein shall be considered conditional, subject to further review and verification in accordance with the monitoring and records retention provisions of the Local CURE Program rules and Certification. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

No Yes

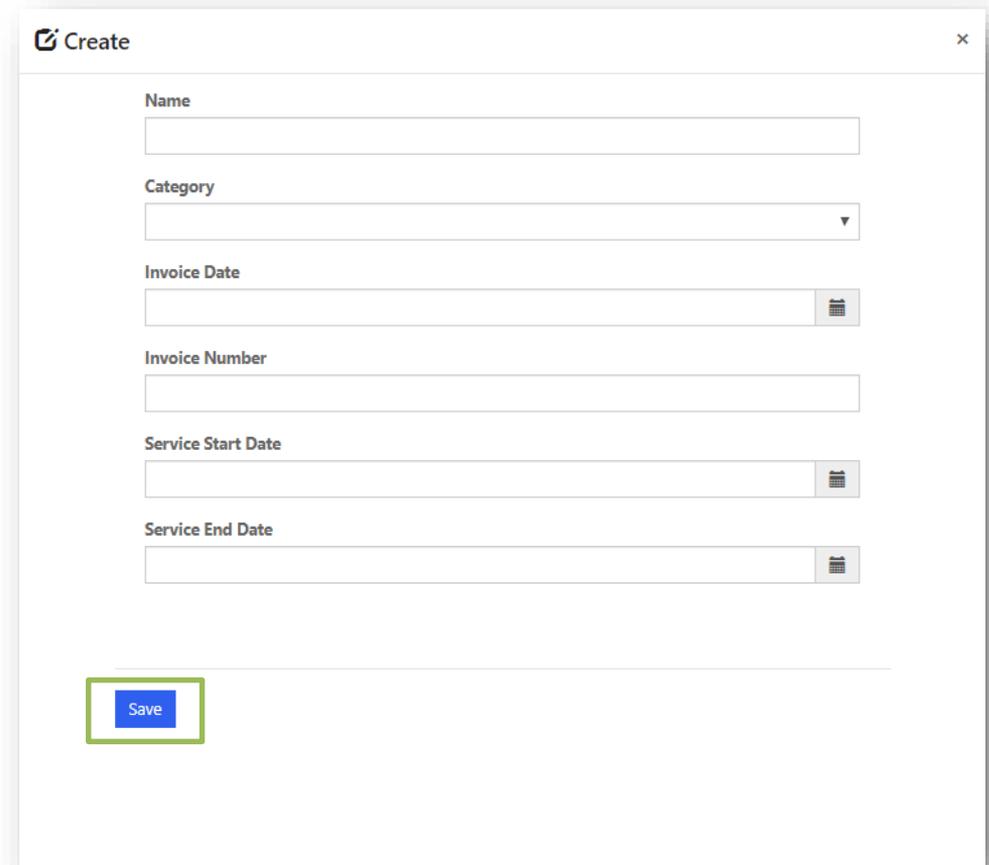
Authorized Representative

Creating a Reimbursement Request- Insert Expenditures

Enter the expenditure name and select a corresponding category from the dropdown menu.

Then select or enter all required information points. Hit save to complete the expenditure entry.

Remember to click Save often and note the portal will log out after 15 minutes of inactivity.



The screenshot shows a web form titled "Create" with a close button (X) in the top right corner. The form contains the following fields:

- Name:** A text input field.
- Category:** A dropdown menu.
- Invoice Date:** A date picker field with a calendar icon.
- Invoice Number:** A text input field.
- Service Start Date:** A date picker field with a calendar icon.
- Service End Date:** A date picker field with a calendar icon.

At the bottom of the form, there is a blue "Save" button, which is highlighted with a green rectangular border.



FAQs & Training



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[Home](#)

[Reimbursement Requests](#)

[FAQs](#)

[Contact us](#)



- The support team will provide, and frequently update, an FAQ page housed in the Portal.
- Training is available via subject-specific manuals, housed in the Portal.
- Additional webinars will take place throughout the reimbursement period to address common questions and concerns.

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FAQs- Additional Resources

- [CARES Act local government guidance via the U.S. Treasury](#)
- [DCEO Local CURE Program guidance](#)
- [IL Governor's OMB Federal Coronavirus Response Funds & Anticipated Uses](#)
- [IL Public Act 101-0637](#)

Other DCEO Coronavirus Relief Fund Programs

- [Business Interruption Grants Program \(BIG\)](#)
- [Child Care Restoration Grants Program](#)
- Economic Support Grant Program (Details to be provided soon)

A reimbursement planning worksheet is available in the FAQs under "Additional Resources." This worksheet assists in compiling line item expenditures by category.



DCEO LOCAL CURES PROGRAM: REIMBURSEMENT FORM PLANNING WORKSHEET

Include the completed worksheet along with other supporting documentation when submitting a request via the Portal.

Date of Reimbursement Submission

Invoice or Transaction Reference Number	Invoice Date	Amount	Period of Service Start Date	Period of Service End Date	Justification Description
A. Payroll for public health and safety employees					
		\$ -			
		\$ -			
		\$ -			
		\$ -			
Category A Sub-Total		\$ -			
B. Budgeted personnel and services diverted to a substantially different use					
		\$ -			
		\$ -			
		\$ -			
		\$ -			
Category B Sub-Total		\$ -			
Grand Total for ALL Categories		\$ -			

By signing this payment request, I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Local Government Financial Support Conditions and Certification ("Certification"); and that supporting documentation has been submitted as required by the Local CURE Program terms and conditions. I acknowledge that approval for any expenditure described herein shall be considered conditional, subject to further review and verification in accordance with the monitoring and records retention provisions of the Local CURE Program rules and Certification. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

Help Desk

Use the Help Desk function in the Local CURE Portal to connect with a support team member.

A team member can assist you with questions not answered in FAQ & training materials.

Email: LocalCURE@crowe.com

Access the Help Desk from one of two links.

1 The FAQ page:

Can't find the answer?

We are here to help! Contact us for additional questions.

Contact us

2 The menu bar:



Home | Reimbursement Requests | FAQ | **Contact us** | 

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Home > Help Desk

Help Desk

Welcome to the Help Desk!

We are happy to assist with technology issues and questions regarding documentation, eligible expenses, etc.

However, before submitting a request, please review the FAQ's and training materials.

We'll work to provide a quality answer or resolution as soon as possible, but please note response time is dependent on question complexity and Help Desk volume.

[+ Create](#)

Title ↑	Created On	Category	Name	E-mail	Status Reason
---------	------------	----------	------	--------	---------------

There are no records to display.

Help Desk Navigation

This is the Help Desk welcome screen which appears after clicking “Contact Us” on the menu bar. You can review ticket status and responses. **Click “Create” to open a new ticket.**



Create Help Desk Ticket

Title *

Name *

E-mail *

Category *

Description *

Help Desk Navigation

Insert a ticket title and select the appropriate question category from the dropdown menu.

Write your question or issue in the Description box.

Click “Create Ticket” to submit.



Session Presenters

Philip Keshen

DCEO, Chief Financial Officer

Eric Russell

Crowe Team

Susannah Heitger

Crowe Team

Andrea Kalis

Crowe Team

LocalCURE@crowe.com

Administrator Email



Thank you!
Please submit questions through
the form delivered via email after
webinar end.