

**Indiana Finance Authority  
Safety Awareness Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of January 5, 2021**

**A. Reimbursement Request Deadline**

1. The deadline to submit a Safety Awareness Reimbursement Request Form has been extended to January 29, 2021. If you have already submitted a reimbursement request that did not request the full amount allocated to your community, you may submit an additional request to utilize all available funds.

**B. Eligible Expenditures**

2. Costs associated with reviewing and/or implementing local event safety plans and local public health requirements in accordance with the Governor's Executive Order #20-48, dated November 13, 2020.
3. Costs associated with reviewing and/or implementing local event safety plans and local public health requirements in accordance with your community's governing body's resolutions or ordinances.
4. Costs associated with increased on-site inspections of local businesses and other public and private facilities.
5. Costs associated with public education / awareness campaign of the immediate need for limiting gatherings, mask protection and social distancing.
6. Costs associated with training and education to support compliance with local and State-wide safety measures.
7. Costs associated with print or electronic media to promote any of the initiatives set forth above

**C. What needs to be submitted to the IFA**

1. Fully completed Safety Awareness Reimbursement Request Form.
2. Invoice or other documentation of one or more of the Eligible Expenditures listed above.
3. A description of the activities undertaken justifying one or more of the Eligible Expenditures listed above.
4. A public safety payroll report for the months of October, November and December totaling an amount greater than your community's Safety Awareness Allocation. Payroll costs incurred in January may also be submitted, if necessary. The payroll records

supplied for the Safety Awareness Allocation should not duplicate payroll records previously supplied to the IFA.

**D. When should a reimbursement request be submitted?**

1. Only one (1) reimbursement request should be submitted; when expenses have been incurred that exceed your community's total allocation.
2. On or before January 29, 2021.

**E. When will communities be reimbursed for their requests?**

1. Reimbursement requests will start to be processed by the IFA in January 2021.

**F. Can October, November and December payroll costs qualify as both an Eligible Expenditure and the requirement to submit payroll in an amount that exceeds a community's total allocation?**

Yes, as long as the payroll expenses are associated with an Eligible Expenditure. For example, additional staff hired to inspect local business compliance with COVID-19 related limitations.

**G. Other Requirements**

1. The IFA may only reimburse Eligible Expenditures (associated with a category set forth above in "A") used to cover costs that (i) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Diseases 2019 (COVID-19); (ii) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the County, City, or Town; (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and (iv) the expenditure is allowed under the guidance issued by the U.S. Treasury.
2. Pursuant to recently enacted federal legislation, a Local Participant may submit for reimbursement Eligible Expenditures incurred by January 29, 2021.

**H. Can reimbursement requests be submitted in anticipation of expenses to be incurred after January 29, 2021?**

3. No. See G.2. above.

**I. When is an eligible expenditure considered *incurred*?**

Updated as of June 30<sup>th</sup>, 2020, the US Treasury Guidance clarified that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period of March 1, 2020 to December 31, 2020, but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred).

In addition, please note that a Local Participant will still need to demonstrate the need for this expenditure at the time of completion of the delivery or services. If the need for this expenditure has passed by the time of completion, then the expenditure would no longer be considered necessary thus not an eligible expenditure.

**J. How can a Local Participant ensure their proposed expenditures would be considered eligible before making a purchase or submitting for reimbursement?**

The IFA, through the [COVID-19@ifain.gov](mailto:COVID-19@ifain.gov) email address, has been reviewing proposed expenditures and providing guidance on eligibility.

**K. Who is eligible to submit reimbursement requests to the Coronavirus Relief Fund?**

All Indiana Counties, Cities, and Towns (“Local Participant”) may be reimbursed from the State’s Coronavirus Relief Fund (“CRF”) managed by the IFA for incurred eligible expenditures (defined below). A Local Participant may find their allocation amount on the IFA website.

**L. Do Cities and Towns need to submit their reimbursement requests to their respective Counties in order to receive reimbursement for their incurred eligible expenditures?**

No. Every Indiana City and Town may submit reimbursement requests for their incurred eligible expenditures directly to the IFA.

**M. Who is the Authorized Representative?**

The Authorized Representative is the Chief Executive Officer of the Local Participant, authorized to make each reimbursement request. Below, here are persons who would be considered a Chief Executive Officer:

- County – President of the County Commissioners
- City – Mayor
- Town – President of Town Council

This person may change if the authorizing board adopts a resolution authorizing an alternative official. If that occurs, please provide the IFA with this resolution and when future reimbursement requests are submitted and signed by the authorized representative, please note in the signature blank (pursuant to resolution xxx).

**N. Can Townships and other units of County government be reimbursed for incurred eligible expenditures from the CRF?**

Yes, but Townships and other units of County government will need to collaborate with their respective County Chief Executive Officer to determine how much of the County’s allocation will be made available to reimburse them for these expenditures. Please note that the County will submit the reimbursement request, from the County’s allocation, on behalf the Township or other unit of County government.

**O. Can Public Libraries be reimbursed for incurred eligible expenditures from the CRF?**

Yes, but Public Libraries will need to collaborate with a Local Participant to determine how much of Participant’s allocation will be made available to reimburse them for these expenditures. The IFA recommends that Public Libraries collaborate with their enabling body (e.g. the Local Participant that approves the Library’s budget) for reimbursement requests from the CRF. Please note that Local Participant will submit the reimbursement request, from the Local Participant’s allocation, on behalf of the Public Library.

**P. Are Local Participants required to share their allocation with other governmental units within its borders?**

Local Participants may submit reimbursement requests from their allocation on behalf of other governmental units within its borders that did not receive a direct allocation, but they are not required to do so.

**Q. How were the County, City, and Town allocations determined?**

The Indiana Office of Management and Budget determined the allocation methodology for each County, City, and Town. This methodology was determined by population of the Local Participant as a percentage to the State's total population. Any additional questions or inquiries regarding the allocation methodology should be directed to the Indiana Office of Management and Budget.