**Section 700.100 Process for Reimbursement Requests Under Section 700.80(c)**

a) For local governments that are applying for Local CURE Program funds pursuant to Section 700.80(c), the Department will announce funding availability and request procedures on its website as funding becomes available. A request must be completed, signed by the local government's authorized representative, and received by the Department or its third party administrator by the deadline to be set by the Department.

b) Local governments chosen to receive funds shall, in the certification form provided by the Department, certify, among other things, that, as a recipient of financial support under the Local CURE Program, the local government will:

1) use the funds in accordance with the requirements of the Local CURE Program;

2) only request reimbursement for expenses related to the COVID-19 public health emergency;

3) repay to the Department any funds received but not used for the purposes of the Local CURE Program;

4) not seek reimbursement for incurred expenses (see Section 700.50) that have been or will be reimbursed through another State or federal funding opportunity;

5) provide access to financial records in accordance with audit and record retention requirements;

6) include Local CURE funding in the applicable financial statement and/or audit of the local government;

7) not seek reimbursement for costs paid to an entity on the federal or State debarred and suspended list; and

8) comply with all applicable federal and State laws and rules.

c) In addition to the certification, to receive funds the local government must submit to the Department or third party administrator:

1) a report certifying its costs as required by 2 CFR 200.415, detailing the categories set forth in the U.S. Department of the Treasury Office of Inspector General reporting requirements for which reimbursement is sought and the amounts within each category. Local governments shall organize their expenditures by month and expenditure type as follows:

A) Payroll for public health and public safety employees;

B) Budgeted personnel and services diverted to a substantially different use;

C) COVID testing and contact tracing;

D) Expenses associated with the issuance of tax anticipation notes;

E) Food programs;

F) Nursing home assistance;

G) Personal protective equipment;

H) Improvement of telework capabilities of public employees;

I) Medical expenses;

J) Public health expenses;

K) Facilitation of distance learning;

L) Administrative expenses;

M) Housing support;

N) Unemployment Benefits;

O) Workers' Compensation; and

P) Expenditures organized by subcategories for eligible costs (see Section 700.60(a)(1)) not listed in this subsection (c)(1);

2) information regarding whether the local government intends to use its full allotment of funds and whether the local government anticipates additional Local CURE Program eligible costs, incurred by December 30, 2020, that exceed the local government's allotment;

3) support documents for the expenses incurred in compliance with Section 700.60 that will demonstrate the costs meet the eligible expense requirements;

4) proof of payment of the expenses for which reimbursement is sought; and

5) documentation regarding how expenses are necessary and related to COVID-19.

d) The Department or third party administrator will review the reimbursement request and documents submitted to ensure the costs are allowed by the Local CURE Program and are within the assigned allocation. If the costs submitted are approved, the Department will then process the reimbursement request and disburse funds to the local government pursuant to the payment procedures of the Illinois Comptroller and State Treasurer.

e) Local governments receiving allotments pursuant to Section 700.80(c) shall follow the reporting procedures and deadlines set forth in Section 700.90(h).

f) January 31, 2022 is the deadline for local governments that receive allotments of funds as described in Section 700.80(c) to submit requests for reimbursement for costs incurred to the Department's third party administrator for review.

g) All requests for reimbursement will be processed, and vouchers will be issued by the Department and/or the third party administrator, on or before March 31, 2022.

h) The deadlines set forth in this Section will be extended by the Department, in accordance with the IAPA, if:

1) the CARES Act, or the U.S. Department of the Treasury guidance, or other applicable federal law or guidance authorizes a subsequent deadline;

2) the extension is consistent with the applicable State laws; and

3) any Local CURE Program funds remain unspent at the time of the deadline extension.

i) Local governments are expected to engage with the Department and/or the third party administrator on an ongoing basis, with updates and reports on their future needs for the unspent balances of their allotment, as well as additional anticipated Local CURE Program eligible expenditures in excess of the allotment received.

(Source: Amended at 45 Ill. Reg. 9417, effective July 9, 2021)