



*Local Government  
COVID Recovery Fund  
Reimbursement Guidance  
for Cities and Counties*

*Last Updated 8/27/2020*

**Local Government COVID Recovery Fund**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act created a Coronavirus Relief Fund for the purpose of providing financial resources to state and local governments to respond to the COVID-19 public health emergency. South Dakota has received \$1.25 billion from the United States Department of Treasury for expenses related to the Coronavirus. Governor Noem has directed that Coronavirus Relief Funds be made available to cities and counties to support reimbursement of allowable expenditures related to the public health emergency. On June 22, 2020, the Governor created the Local Government COVID Recovery Fund allocating \$200 million to city and county governments from the State of South Dakota's overall federal allocation.

Consistent with U.S. Treasury guidance, the \$200 million allocation was divided on a statewide basis into two categories: funds available for all cities (based on the percentage of South Dakota's population living in cities and towns); and funds available for all counties (based on the percentage of South Dakota's remaining population). Cities and counties then received an allocation from their respective category in proportion to their share of the state's overall population.

The Local Government COVID Recovery Funds may only be used to cover costs that:

- a) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b) were not accounted for in the budget most recently approved as of March 27, 2020, for the government entity;
- c) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and
- d) have not been reimbursed or where reimbursement has not been requested from another source of funds including, but not limited to, other federal programs.

### **Program Information**

The CARES funds are being treated as a grant to the State and the grant award of Federal financial assistance to the cities and counties will create a subrecipient relationship. All documents and [Guidance](#) necessary to participate in the Local Government COVID Recovery Fund may be found at <https://crf.sd.gov>. A [workflow](#) of the [city allocation](#) and the [county allocation](#) spreadsheet showing the distribution of the \$200M can be found under the CRF Documents link on the Home page.

### **Program Assistance - Planning Districts**

To assist cities and counties with the Local Government COVID Recovery Fund registration and reimbursement process, the State has contracted with the six Planning Districts serving all regions of the State. The Planning Districts will serve as the point-of-contact between the State/cities/counties regarding the Local Government COVID Recovery Fund. The Planning Districts will provide guidance and assistance with the documents and the submission process necessary to receive reimbursements from the Fund. The Planning Districts will also assist the cities and counties in determining which expenditures may be eligible for reimbursement and provide support to cities and counties with any federal grant reporting requirements. The [Planning District Contact](#) information broken down by county can be found under the Planning District Contacts link on the Home Page. Cities should contact the Planning District that supports the county where they are located. Please contact the appropriate Planning District representative should you have questions or need assistance with the Local Government COVID Recovery Fund Program.

### **Registration Process – Required Actions and Documents**

To register for expense reimbursement from the Local Government COVID Recovery Fund, a city or county must pass a Resolution ([City Resolution](#), [County Resolution](#)), execute a [Reimbursement Agreement](#), and provide the [Risk Assessment Questionnaire](#) related to subrecipient monitoring. All of the necessary documents can be downloaded from the CRF Documents link found at <https://crf.sd.gov>. The executed documents will be provided to the State using the CRF Registration Portal. The State will be contacting and advising the finance person for each city or county on how to establish their single sign-on for the Registration Portal. If the finance person has not been contacted or has questions, they should contact their Planning District representative. Once the finance director has established their single sign-on credentials within the secure portal, they will be asked to provide the city's or county's banking information, contact information, and to upload the required documents. When the registration process is complete, the finance officer will also have access to the Reimbursement Portal, where individual requests for reimbursement will be submitted.

## **Eligible Expenses – Frequently Asked Questions (FAQ)**

South Dakota has determined what qualifies as allowable expenses from the Local Government COVID Recovery Fund and has provided that information as part of our own [Frequently Asked Questions](#), which is available at CRF FAQ on the Home page. Any change to what qualifies as a reimbursable expense will be provided via an update to the FAQ document with communication via email to the cities and counties and the Planning Districts.

## **Reimbursement Portal**

The Reimbursement Portal will be used by the cities and counties to submit their reimbursement requests. Once the registration process has been completed, access to the Reimbursement Portal will use the same Login/Registration link found at <https://crf.sd.gov>. The portal will use the single sign-on credentials established with the registration process. Reimbursement requests may be submitted at any time. Each reimbursement request will require the selection of a COVID-19 reimbursement category and an explanation of how the expenses are COVID-19 related. A reimbursement request can only have one COVID-19 reimbursement category. Documentation including invoices or receipts, payroll registers, and payment reference numbers must be included with the request to determine reimbursement eligibility and for audit purposes. The requests for reimbursement and supporting documentation will be reviewed to confirm they meet federal guidelines. If a reimbursement request is approved, the payment should be processed within two weeks. If more information is needed, or a payment request does not meet the reimbursement guidance (FAQs), the city or county will be notified via e-mail. The Reimbursement Portal will provide the status of the reimbursement requests. Any questions about a reimbursement request should be directed to the Planning District contact.

For assistance on how to complete reimbursement requests, see the [Reimbursement Instructions](#).