**Counties and Municipalities CRF FAQs**

**Are legal fees reimbursable?**

If the expense was not budgeted and is necessary, incurred after March 1st and before December 30th, and reasonable, it is reimbursable.

**How do I find out my STAARS Vendor Account and Address ID?**

Your entity’s STAARS vendor account is managed through the website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>. If you have questions concerning your entity’s STAARS Vendor account, please contact the STAARS Help Desk at 334-353-9000.

**What documentation is needed along with my Reimbursement Request?**

We will need copies of the vendor invoices attached, as well as proof of payment. Proof of payment may be a receipt, a copy of a check, or a credit card statement.

**Is my expense reimbursable?**

Please refer to the original guidance emailed with the reimbursement form for examples of eligible reimbursements. The links below from the U.S. Treasury’s website also contain information related to eligible reimbursements.

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

**When will I receive my reimbursement?**

With the influx of payment requests, the Alabama Department of Finance staff is working diligently to get payments processed as soon as possible.

**Is my County or Municipality allowed to request funds more than once?**

Your entity can submit more than one reimbursement request, but entities can make and be reimbursed for only one submitted reimbursement request per month.

**Is there a deadline to make my reimbursement request?**

“Updated – The deadline for requests to be submitted is 1/11/2021 as stated on the memo titled Local Govt CRF updated (1/12/2021) included under COVID-19 MEMOS included on the Comptroller’s website under COVID-19.”

No. Currently, there is not a deadline for reimbursement requests to be made; however, eligible expenses must be incurred no later than December 30, 2020 A final deadline for reimbursement requests may be established closer to the end of this calendar year.

**Is there a limit to the number of requested invoices that an entity can submit?**

There is not a limit to the number of invoices an entity may submit, but entities are limited to submitting and being considered for reimbursement of the invoices associated with only one reimbursement request a month.

**Is there a dollar limit to my reimbursement request?**

There is not a limit on the dollar amount for reimbursement, as long as you stay under the total cap for your city that was included in the documentation that was emailed by the League of Municipalities and the Association of County Commissions, and on the Comptroller’s website: <https://comptroller.alabama.gov/covid-19-1/>.

**What are the start and cut off dates for expenses related to COVID-19?**

For costs to be considered for reimbursement, they must be incurred between March 1, 2020 and December 30, 2020.

**Is there a standard form that should be submitted?**

Yes. The CRF Reimbursement Request form should be submitted, along with the accompanying invoices and proof of payment for each invoice. Before an entity’s reimbursement request can be processed, the Alabama Department of Finance must also receive the Certification and Assurance form to place on file.

**Can I claim a loss of revenue on my reimbursement request?**

No. Only expensed items are permitted on your entity’s reimbursement request. You must provide your entity’s invoice, as well as proof of payment, for your entity’s reimbursement to be approved. Expensed items must also fall within the original guidance in order to be reimbursed.

**What payroll benefits may my Local Government claim on my reimbursement request?**

Any form of benefit in which the calculation is based on pay, such as Social Security, Retirement, insurance, and hazard pay may be included in your Local Government’s reimbursement request. The employee also must fall within the following categories: public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**Are administrative leave costs of public employees reimbursable?**

It depends on the circumstances. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be eligible for reimbursement so long as the cost 1) was not previously budgeted for in the budget in effect on March 27, 2020 or 2) the cost is for a substantially different use than what was budgeted for. We encourage you to email us with the specific circumstances of your request so we can advise if it is reimbursable or not.

**What constitutes employees of Public Safety?**

Public safety includes, but is not limited to Sheriff, Sheriff Deputies, and Police Officers, Firefighters, and EMTs. This does not include Highway Department employees or Jail Staff.

**Are any other forms required beside my reimbursement form?**

The Certification and Assurance form must be on file at the Alabama Department of Finance before any reimbursements can be approved. The invoices, as well as proof of payment, will need to be attached with your entity’s reimbursement form.

**Would a construction project completed and occupied after December 30, 2020 be eligible for reimbursement?**

No.

**Is the employer share of unemployment compensation an eligible expenditure for reimbursement where those positions were terminated in response to COVID-19?**

Not at this time.

**May the county purchase touchless body scanners to reduce contact with inmates during booking?**

Yes.

**Is the purchase of hardware and other equipment needed to conduct telemedicine sessions in the jail eligible for reimbursement?**

Yes.

**Would the purchase of self-isolation “pods” and/or negative pressure chambers for the jail be eligible for reimbursement?**

Yes, as long as it meets the guidance provided by the US Treasury.

Also, for detailed guidance on FEMA-eligible expenditures and reimbursement, please refer to the document here: <https://www.fema.gov/media-library-data/1590687183581-78dcfc4b4b9a7ab02914e71fae20e1b1/PAPPG_V4_Final_6-1-2020_508.pdf>