

PRESS RELEASE AMENDMENT
AUGUST 18, 2020
ST. FRANCOIS COUNTY, MISSOURI
CARES ACT APPLICATION/FUNDING

The press release issued by St. Francois County on 05/21/2020 regarding the CARES Act application process stated that applications are for reimbursement purposes only. St. Francois County has reconsidered this requirement. Applications for CARES Act funding may include a request for funding for anticipated expenses in accordance with the CARES Act. If awarded, these funds will be encumbered for the applicant.

The following documents shall be provided with the applicant in accordance with the CARES Act:

1. For costs incurred, the following documents shall be provided with the application:
 - a. Documentation of expense
 - i. Invoice or itemized receipt.
 - ii. Credit card purchases - provide the credit card statement and itemized receipt or invoice.
 - iii. Payroll expenses – provide timesheet and documentation of hourly/salary rate (detail payroll report, paystub, etc.)
 - iv. Fuel/Mileage expenses – provide mileage logs and/or fuel receipts/invoices.
 - v. Reimbursements – signed reimbursement form (if used) and itemized receipts or invoices.
 - b. Documentation of payment
 - i. Cancelled check or bank statement.
 - ii. Remittance Advice or breakdown of invoices included on the payment.
 - iii. Credit card purchases – provide the proof of payment to the credit card company.
 - c. A comprehensive list of all expenses incurred detailing the vendor and check number associated with each expense.
2. For anticipated expenses, the following documents shall be provided with the application:
 - a. Documentation of expense.
 - i. Itemized quote from the vendor
 - ii. Printout from the vendor’s website detailing the description of the item, price per unit, and quantity needed.
 - iii. Payroll expenses – provide documentation of hourly/salary rate (detail payroll report, paystub, etc.), detail of work, and estimated hours.
 - iv. Fuel/Mileage expenses – provide a detail of anticipated travel, estimated miles, and estimated fuel cost.

The awarding of funds shall be presented and approved in a commission meeting. The awarded funds shall be encumbered for the approved entity. Funds shall NOT be released to the entity until the expense has been incurred and documentation has been provided. Please see #1 above for what is required for documentation of expense and payment. The process of submitting applications and timelines discussed in the original press release shall still be followed.