

# CARES Act Reimbursement Now Available to Conservation Districts

***MACD has worked closely with our partners in the Conservation Districts Bureau and the Montana Association of Counties to enable Conservation Districts to access funds through the Local Government Reimbursement Program!***

## **Who is eligible?**

As a form of local government, Conservation Districts in Montana are eligible for this funding.

## **Overview:**

This funding has been made available through the state's [Local Government Reimbursement Program](#) as part of the CARES Act. Purchases may happen at any time, but receipts have certain timeframes that must be followed. Any qualifying item purchased beginning in March 2020 should be submitted. There are three funding cycles. Conservation Districts will be able to seek reimbursement in the September funding cycle or in the funding cycles in November and January. Once submitted, requests will be reimbursed within 30 days of published deadlines. (The exact deadlines for later this fall and the beginning of next year have yet to be published. We will update all Districts as soon as this information is made available). Conservation Districts submit through a county or municipality.

- ⇒ Although there is a significant amount of funding, there are no guarantees on what is eligible, how much is available, and how long it will last. We recommend planning for and working with your county or local municipality to submit during the September or November funding cycles, and again during the last cycle in January if needed.
- ⇒ Please see the next page for details on how to apply!

## **Qualifying Expenses**

- A laptop computer for the Administrator and other staff who now have to work at home.
- A laptop for your board chair to work from home.
- Laptops should be loaded with the necessary software to conduct business. This includes Quickbooks, Microsoft Office, etc.
- A stipend of \$80 per month if you are using your personal cell telephone for District business. This may be back charged starting in March.
- A District cell phone if you do not have a personal one.
- A paid in full, up to a one year, one occasion per month rental agreement for a large meeting room.
- Printer and other office supplies (including a printer for your home office if needed).
- Internet service to your home, or a stipend retroactive from March 2020, for sharing your existing internet service, up to \$50 per month.
- TV with HDMI cord to connect to laptops (In order to stream meetings for a small group)
- Personal protective equipment and cleaning/sanitizing supplies

*Other purchases that you think might qualify for this program will be considered. DNRC and MACD commit to responding to your suggested purchases within 48 hours. Send us your ideas!  
If that item is thought to be qualifying, all Districts will be notified immediately.*

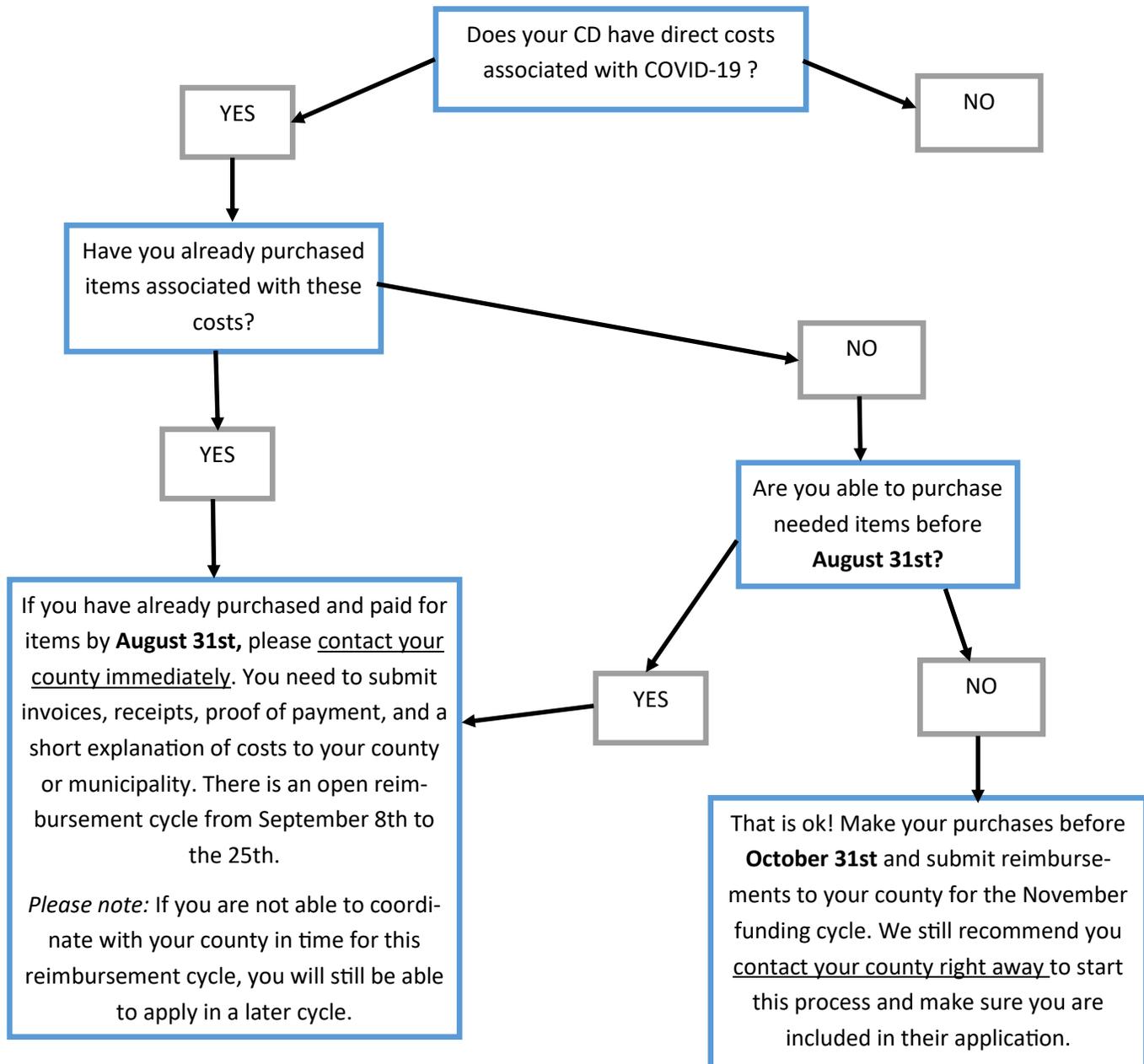
## **Does your District have adequate funds to make necessary purchases?**

If not, please reach out to Rebecca Boslough (contact info on next page). MACD may be able to loan your District the funds to get the items you need to make it through this challenging time. We are here for the Districts and will do everything we can to help.

## How to apply:

“Per the COVID-19 reimbursement form, localities must list actual costs incurred related to COVID-19 and provide sufficient documentation to support incurred costs. Reimbursement requests must be certified and signed by a member of the local governing body.” <http://sfsd.mt.gov/LGSB/COVID-Relief>

- ⇒ *In other words:* **Contact the county right away!** You apply by submitting invoices, receipts, and proof of payment through and as a part of a submittal by a county, city, or town. Make sure that all reimbursements you are submitting are for **direct costs** associated with COVID-19. We recommend you submit a short letter or narrative detailing your expenses and how they are associated with COVID-19. Direct costs incurred since March 2020 are eligible.
- ⇒ *Please note:* Anything purchased through this reimbursement program will be owned by the Conservation Districts



## Questions? Issues?

Please contact Rebecca (MACD) at [rebecca@macdnet.org](mailto:rebecca@macdnet.org) or (406)443-5711 or Laurie Zellar (DNRC) at [lzellar@mt.gov](mailto:lzellar@mt.gov) with any questions.

- ⇒ If you have any issues with your county in regards to this process, please let us know immediately. We are working with the Montana Association of Counties to help facilitate these requests.