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State of Louisiana  
Division of Administration

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**INSTRUCTIONS TO APPLY FOR LOUISIANA CARES ACT FUNDS**

Congress has recently passed the CARES Act, creating therein the Coronavirus Relief Fund which provides for eligible and qualified reimbursement of payments incurred by State and local governments impacted by the COVID-19 outbreak. A local government unit means a parish, municipality, town, township, village or other unit of general government below the State level with parish-wide jurisdiction including, but not limited to, Sheriff, Coroner, Clerk of Court, and District Attorney. If your entity is one which does not fit within the definition of local government unit, your application for reimbursement must be submitted by the parish with which you are affiliated.

The State of Louisiana has been awarded \$1.8 billion of which Governor Edwards elected to allocate up to 45% (approximately \$810 million) to local government units. Relief Funds will be allocated by parish using a weighted average calculation based on 30% for total population of the parish and 70% for confirmed cases of COVID-19 within the parish. The percentage allocation may change based upon new cases occurring and diminishing as the virus spreads through the state and, hopefully, slows as time progresses. The first distribution will cover eligible expenditures and confirmed cases for the period inclusive of March 1 - April 30, 2020. Subsequent distributions will be scheduled later in the year, probably in two month intervals.

The CARES Act requires that payments from the Relief Fund be used to cover only expenses that: (1) are necessary expenditures incurred in preparation for, mitigation of, response to or recovery from the Coronavirus Pandemic; (2) were not accounted for in the State or local government's budget most recently approved as of March 27, 2020; and, (3) were incurred during the period March 1, 2020 through December 30, 2020. Federal guidance, including examples of eligible expenditures can be found at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. For additional information regarding costs that may be covered see <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.

To receive funding, each local government unit must do the following:

- (1) Beginning Tuesday, May 19, 2020, go to [www.LouisianaCares.la.gov](http://www.LouisianaCares.la.gov) to fill out a form requesting a user ID which will be used to submit documents electronically;

(2) Upon receipt of your user ID, you will receive further instructions to securely provide your bank account and payment information; and,

(3) Once your account on [www.LouisianaCares.la.gov](http://www.LouisianaCares.la.gov) is established, log-in to your account and download the *Federal Funding Certification and Agreement to Hold Harmless and Indemnify*. Execute the agreement which contains a certification that the funds will be used to only reimburse eligible expenditures incurred from March 1 – December 30, 2020. If Relief Funds are used for ineligible expenditures, the federal government will require payback of those funds by the local government unit. Relief Fund payments cannot be used to replace lost revenue or offset shortfalls in revenue. Revenue replacement is not a permissible use of Relief Fund payments.

The State will begin accepting applications June 1, 2020 continuing through June 15, 2020, for expenditures incurred and paid from March 1, 2020, through April 30, 2020. To submit requests for reimbursement, you will:

(1) Submit documents within the electronic system to support each expenditure for which you are requesting reimbursement. These documents must demonstrate the expenses were incurred and funds expended to cover the expenses between March 1 – April 30, 2020. The time periods and deadlines for submitting applications for reimbursement of eligible expenditures incurred after April 30 will be later defined. Any expenditures not entered for reimbursement by the claim period deadline may be submitted in a subsequent claim period.

(2) After review of the reimbursement request, including all documents in support of the expenditures, the State, within 30 days, plans to pay the local government unit for all approved expenditures subject to a maximum allocation for each parish. The initial distribution of funds to local government units will not exceed 30% of the total amount allocated to local government units. Subsequent distributions will be made after evaluating the criteria occurring between the ensuing time periods.

Eligible expenditures not incurred and paid by December 30, 2020, and/or not submitted for reimbursement by January 31, 2021, are subject to reallocation to other local government units with eligible expenditures. Any remaining funds will revert to the State. The State will receive an administrative fee not to exceed the lesser of actual costs or one quarter of one percent of the local allocation. Local governmental units that are listed on the Legislative Auditor's Non-Compliance List are ineligible to receive funds.