



OHIO TOWNSHIP ASSOCIATION

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Questions?

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COVID-19 Updates & Other Relevant Information for Township Officials

COVID-19 Updates:

*Encouraging Use of CARES Act Funding
Ideas for CARES Act Revenue*

ENCOURAGING USE OF CARES ACT FUNDING

HAS YOUR TOWNSHIP PASSED ITS RESOLUTION YET?

Over the last few weeks, the OTA has sent numerous communications regarding the federal CARES Act, which provides funding to support COVID-related expenses, and HB 481, which distributes the CARES Act revenue. As of this week, the OTA has been made aware that very few townships have submitted a resolution to receive these funds.

The OTA strongly encourages townships to accept these funds, as townships may face future expenses and/or federal guidelines may change on the use of these funds. Your township will receive approximately 110% of what you received in LGF last year. To accept these funds, follow these steps:

STEP 1: Pass a Resolution

HB 481 requires local governments to pass a resolution to receive these funds. A sample resolution is available [here](#) and on OBM's website. After you pass the resolution, send a copy to your county auditor and OBM (grants@obm.ohio.gov) so that they have a record of it.

Once your county auditor receives your resolution, funds should be transfer to your township. Don't forget to create a separate account named the Local Coronavirus Relief Fund, as CARES Act funding cannot be comingled with other funds.



STEP 2: Register with OBM

Since local governments are technically sub-recipients of the state, OBM requires registration for these funds. This registration will simply be used for reporting later. You can fill out your registration [here](#). You will need a DUNS number for this (and any) federal funding.

No DUNS number? No problem. Click [here](#) for directions on how to get one.

STEP 3: Be Mindful of Deadlines

Now that you have your funding, use it to support your township and your community. But keep good records (these funds will be audited at your next regular audit) and don't forget important dates.

There are three to remember:

- October 15: All *unencumbered* CARES Act funds must be returned to the county for redistribution. The county auditor will redistribute funding to jurisdictions that have exhausted their allocation by October 22. Additionally, OBM requires an interim financial report for activity through September 30, due on this day.
- December 28: All *unspent* funding must be returned to the state through OBM. OBM must return unexpended funding to the federal government.
- December 30: Final report is due to OBM to close-out all activity with this funding. More information on reporting will be forthcoming and conducted through the portal you established in Step 2.

That's it! The process is very simple. If you need assistance please reach out the OBM Grants Department at grants@obm.ohio.gov.

IDEAS FOR CARES ACT REVENUE

While the OTA cannot provide concrete guidance on uses of CARES Act funding outside of what is specifically listed in [Treasury Guidance](#), here are some innovative ideas that have been brought to our attention:

- Township-wide COVID-19 testing days;
- Providing an internet hotspot in underserved areas for residents that need access due to COVID-19;
- Working with other jurisdictions to provide small business loans or community support, such as rent payment;
- Increased cleaning of township facilities and vehicles;
- Purchase of air purification or circulation systems;
- Support of contact tracing;
- Equipping the township for social distancing requirements;
- Computer hardware and/or software that enables employees to work from home due to COVID-19;
- Use as matching funds for COVID grants (i.e. with FEMA);
- Providing hazard pay to employees substantially dedicated to COVID-19;
- Costs of unemployment compensation due to COVID-19;



- Costs of employee leave outlined in the Families First Coronavirus Response Act (FFCRA);
- Subgranting of funds to health districts, fire/EMS district, schools districts, etc. for COVID-19 expenses;
- and others.

Please keep in mind all uses must be compliant with federal guidelines and, therefore, have a nexus to the COVID-19 pandemic. As always, the OTA encourages you to work with your county prosecutor or legal counsel for any questions specific to your township.

NOTE FROM THE OTA: Please share this information with your fellow township officials. Thank you!

The Ohio Township Association is a statewide organization dedicated to the promotion and preservation of township government in Ohio. The OTA was founded on June 28, 1928, and is organized in 87 Ohio counties. OTA has more than 5,200 active members, made up of trustees and fiscal officers from Ohio's 1,308 townships, and more than 4,000 associate members.