

Louisville Metro Council
COVID-19 Relief Fund

COVID-19 has led to increased demand for emergency relief. To help support Jefferson County residents in need, Metro Council is making \$2.7 million available to organizations that currently operate housing and/or food assistance programs in Louisville. Metro Council COVID-19 Relief Funds (CRF) are meant to ensure emergency needs continue to be met for Jefferson County residents. The Louisville Metro Government's Office of Resilience and Community Services will accept applications from eligible organizations until the end of the COVID-19 pandemic or until CRF funding is depleted, whichever occurs first. This document provides details for the CRF.

Eligibility:

1. Only Metro administered programs, such as Neighborhood Places, and current FY20 External Agency Fund (EAF) recipients with existing food and/or housing assistance programs will be awarded CRF funding or reimbursement.
2. EAF recipients must be able to demonstrate an increased demand for services as a result of the COVID-19 pandemic and depletion of other COVID-19 related funding to be eligible for CRF funding.

Use of Funds:

1. Available CRF funds will be disbursed to panel approved applicants as:
 - a. Direct payments to continue providing emergency assistance based on demonstrated and anticipated need, or
 - b. Reimbursements for eligible assistance provided since March 16, 2020.
2. Eligible organizations may apply to CRF until the COVID-19 crisis ends or the CRF is depleted. Additional supporting documentation is required for organizations that submit multiple requests for funding or those that apply for reimbursement.
3. CRF (COVID-19 Relief Funds) are meant to supplement relief organizations experiencing an incremental surge in demand for services from persons impacted by the COVID-19 health pandemic.
4. CRF funds may only be used to provide the following public services to Jefferson County residents:
 - a. Rental Assistance
 - b. Mortgage assistance
 - c. Food Access
5. CRF funds may not be used for administrative expenses or to establish new programs. CRF may only be used to provide public services, as defined above.

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Reporting Requirements:

Applications for Advance Payment:

1. Applications for advance payment require applicants to demonstrate inadequacy of other sources of COVID relief funding obtained and increased demand due to COVID by completing the application. No supporting documentation aside from the Assistance Summary Sheet needs to be included with the *application* for advance payment.
2. CRF applicants receiving only one advance payment & no reimbursement will be asked to submit records of any CRF funded assistance provided when they submit their regular FY20 EAF closeout report.
3. Records for CRF funded assistance must comply with regular EAF reporting requirements & must be reported separately from regular EAF assistance records.
4. Mortgage assistance is not a regular EAF expense type. Any recipient that provides mortgage assistance shall emulate the reporting requirements for rental assistance, substituting mortgage holder for landlord.
5. If a CRF recipient expends their initial award before the end of the pandemic they may apply for additional funds. However, the organization must submit supporting documentation with any additional applications.
 - a. The supporting documentation submitted must meet regular EAF guidelines & include an updated assistance summary sheet.

Applications for Reimbursement:

1. CRF applicants may also choose to apply to CRF for reimbursement of eligible COVID relief expenses incurred since March 16, 2020.
 - a. i.e. money spent on direct housing and/or food access assistance to persons impacted by the COVID crisis. Not admin. expenses for the programs.
2. Applicants for reimbursement must include supporting documentation for any expenses they believe to be eligible for CRF reimbursement when submitting their application.
 - a. The supporting documentation must meet regular EAF guidelines. (With the mortgage holder exception from above.)
3. Reimbursement applications depend on panel approval, availability of funds, and adequacy of any supporting documentation provided.

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Panel Approval Process:

1. All CRF applications will be reviewed by a panel composed of representatives from the public and private sector.
2. The CRF panel will discuss each application then use an electronic form to approve or reject on a weekly basis until funding is depleted or the crisis ends.
3. Applicants will be informed of the panel's decision the following Monday.
 - a. i.e. if an organization applies on 4/27, the panel's decision will be announced 5/4.
4. If an application is approved by the panel, the target is to make the award available to the applicant organization within one week.

How to Apply:

Eligible organizations (Existing FY20 EAF Recipients) experiencing a surge in demand dealing with the COVID-19 pandemic may apply at: <https://www.surveymonkey.com/r/LMCCCOVID>

Questions:

Any questions about the Metro Council COVID-19 Relief Fund process should be directed to the Office of Resilience and Community Services by sending an email to ethan.lambert@louisvilleky.gov.