



Johnson County Commission

William H. Gabel
Presiding Commissioner

John L. Marr
Commissioner, Eastern District

Charles Kavanaugh
Commissioner, Western District

Diane Thompson
County Clerk

Johnson County Courthouse, 300 N Holden, Warrensburg, MO 64093
Phone (660) 747-6161 – Fax (660) 747-9332
www.jococourthouse.com

October 8, 2020

Congratulations, City of Warrensburg!

Your Johnson County, Missouri CARES Fund Application for ROUND 2 PREAPPROVAL has been approved in an amount not to exceed \$ 192,819.58.

STEP 1: Please READ ALL of the documents contained in this information packet. This information is being sent you electronically, in the essence of time, and via U.S. Mail. You should see the following documents either attached to this email or enclosed in the U.S. Mail envelope:

- | | |
|---------|--|
| DOC #1: | This Preapproval Cover Letter (2 page) |
| DOC #2: | W-9 Form – partially completed with Johnson County’s information (1 page) |
| DOC #3: | Exhibit B: Notice of Contingent Award Decision (1 page) and attached the Exhibit B: Itemized Award List (1 to 2 pages) |
| DOC #4: | County Distribution Agreement of CARES Act Funds (12 pages) |

STEP 2: Authorized Official Complete and Sign the DOC #2: W-9 Form – keep a copy for your records

STEP 3: Authorized Official Complete and Sign the DOC #4: County Distribution Agreement of CARES Act Funds (12 pages). NOTE: DO NOT SIGN THE DOCUMENT UNTIL IN THE PRESENCE OF A NOTARY. Keep a copy for your records.

STEP 4: Hand-Deliver or Mail the properly completed/signed DOC #2: W-9 form and DOC #4: County Distribution Agreement of CARES Fund to the Johnson County Treasurer, to be received no later than **4:30 PM on Friday, October 23, 2020:**

Heather Reynolds, Treasurer
Johnson County Courthouse
300 N Holden St, Suite 103
Warrensburg, MO 64093

Please note if the DOC #2 and DOC #4 are not returned fully completed by 4:30 p.m. on Friday, October 23, 2020, Johnson County Commission will assume that you have officially withdrawn your original application and the amount of funds preapproved for your project will be unallocated.

STEP 5: KEEP DOC #1 and DOC #3 for your records. **You will need the DOC#3 Exhibit B: Itemized Award List later when seeking reimbursement.**

STEP 6: Keep track of the following records (all or some may be applicable) for EACH of the preapproved items on your Award List:

<input type="checkbox"/> Payroll records and employee pay stubs, if preapproved	<input type="checkbox"/> Request for bids
<input type="checkbox"/> Purchase Order to Vendor	<input type="checkbox"/> Receiving Slip or Bill of Lading
<input type="checkbox"/> Invoice from Vendor	<input type="checkbox"/> Agreement for purchase
<input type="checkbox"/> Proof of payment (credit card or receipt)	<input type="checkbox"/> Award of Bid
<input type="checkbox"/> Cancelled Check showing the invoice or PO number	<input type="checkbox"/> Copy of procurement policy

STEP 7: After the Johnson County Treasurer has received your completed/signed DOC #2 and DOC #4, please watch the email address that was provided on your application. This email will receive an electronic packet of Instructions and Forms in order for you to complete your **one-time** Reimbursement and actually receive a check. When you have received **ALL** of the items and have collected the required records for **ALL** of the items preapproved for reimbursement according to the DOC #3: Exhibit B: Itemized Award List, you can complete the Reimbursement. More information and online training will be provided to you later.

IMPORTANT DATES:
<p>DECEMBER 30, 2020: LAST DAY to receive and fully pay for ALL preapproved items. Therefore, ALL proofs of payment and cancelled checks must be dated on or before this date.</p> <p>4:30 P.M. on January 8, 2021 – LAST DAY to submit records and supporting documentation in order to be reimbursed from the Johnson County CARES funding for items preapproved.</p> <p>February 26, 2021 – LAST DAY that <u>checks</u> will be written to preapproved applicants, if records and supporting documentation are received on the last day. Please note that the payment of the reimbursement will be by paper check only.</p>

STEP 8: If you have any questions or concerns, please contact Heather Reynolds, Johnson County Treasurer at (660) 747-7411 or via email at: hreynolds@jocotreasurer.com.

Most Sincerely,
Johnson County Commissioners