



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 REIMBURSEMENT has been approved in the amount of \$ 226,856.72.

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 Reimbursement Cover Letter including the Cut Off Portion: Preferred Method of Payment Form (below)
DOC #2:	W-9 Form – partially completed with Johnson County’s information (1 page)
DOC #3:	Exhibit B: Notice of 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: Please indicate your preferred method of receiving your reimbursement check by completing the Preferred Method of Payment Form included on the last portion of this cover letter. Please remove this section where indicated and return it with the other documents. If this is not returned, your check will be mailed.

STEP 3: Authorized Official Complete and Sign the DOC #2: W-9 Form – keep a copy for your records

STEP 4: 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 5: RETURN THE FOLLOWING DOCUMENTS: [either by hand-delivery or U.S. Mail]

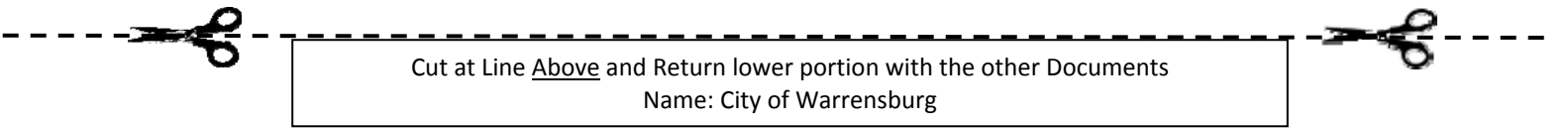
- Completed Tear Off Portion: Preferred Method of Payment Form
- Completed and signed DOC #2: W-9 form, and;
- Completed and signed DOC #4: County Distribution Agreement of CARES Fund

ALL OF THE ABOVE to the Johnson County Treasurer, to be received no later than **4:30 PM on Friday, October 23, 2020**: to **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, the Johnson County Commission will assume that you have officially withdrawn your original application and the reimbursement check will not be issued.

STEP 6: KEEP the REMAINING PORTION of DOC #1 and DOC #3 for your records.

IMPORTANT DATE: October 30th – Reimbursement checks are available to awarded applicants per their desired method (by mail or in person pick up). Only paper checks will be issued.



Cut at Line Above and Return lower portion with the other Documents
Name: City of Warrensburg

Please indicate your preferred method of receiving your reimbursement check by selecting ONE of the following:

- Please MAIL my reimbursement check to the address listed on the application. I understand that this may take approximately 6 to 9 business days.
- Please allow the Authorized Representative from my organization to PICK UP the check in person on or after October 30. Said representative will sign to confirm receipt.