

KEEP MAINE HEALTHY  
2020 Municipal COVID-19 Awareness Campaign  
Financial Assistance for Maine Municipalities and Tribal Governments to Help Keep Maine  
Residents and Visitors Safe This Summer and Fall  
Updated July 21, 2020  
Application FAQs

**Are COVID-19 expenses to date eligible?**

Answer: Expenses for Round 1 are eligible only from June 8, 2020 to October 31, 2020. For Round 2, expenses are eligible only from August 1, 2020 to October 31, 2020.

**What is the application deadline?**

Answer: All applications for Round 2 of funding need to be submitted by COB Friday, July 31, 2020.

**Are playground monitors, beach monitors, etc., eligible?**

Answer: Yes, individuals monitoring the public's health and safety related to COVID-19 prevention are eligible expenses.

**Are costs limited to municipal staff? Can they include public educational staff?**

Answer: Municipalities may contract for work related to the COVID-19 prevention activities per the directions in the Application.

**Are capital costs like equipment, laminating, printing, etc., eligible?**

Answer: Limited capital expenditures may be considered eligible for reimbursement under this program. Materials, printing, mailing directly related to COVID-19 prevention activities are eligible.

**Are municipalities allowed to make their own signs, or do they need to use CDC signs?**

Answer: Municipalities may create their own signs, but information should be sourced directly from the US CDC coronavirus guidance or Maine state government information, including the state CDC website, the DECD checklists, or the Keep Maine Healthy guidelines.

**Is local response to complaints in municipalities one of the areas where help is needed?**

Answer: Yes. Local Business Assistance, including designating a municipal representative to assist with compliance with COVID-19 prevention, is required as part of the application.

**How is the funding going to work? First come, first served? Or metrics based? Are towns with businesses that have an influx of seasonal residents awarded more money?**

Answer: The amount of funding available for reimbursement to each municipality or Tribe will be based on the plans and budgets they request, subject to limits. Factors such as the year-

round population combined with an estimate of the increase in population during the peak of the summer tourist season will be taken into consideration.

**Is there anything on the application that asks about other applications for grant funding that have been applied for?**

Answer: Yes. Municipal and Tribal governments may not submit allowable expenditures for reimbursement under this program that are, or may, also be eligible for reimbursement from any other available federal or other public funding source for COVID-19 relief that is now, or that becomes available during the term of this Agreement, including, but not limited to the Federal Emergency Management Agency (FEMA), the Centers for Disease Control (CDC), Health and Human Services including Medicaid and Medicare, Treasury or the Small Business Administration until application has been made for such other funding and been disallowed or paid only in part. If an allowable expenditure is denied or covered only in part by such alternate relief funding source, the expenditure or remainder will be allowed under this program during the period of reimbursement in which the denial or partial payment decision is received, subject to the statutes, rules and guidance for the alternate funding source. For example, at this time, FEMA reimbursement is for 75% of allowable costs, but the 25% State or local match cannot be made up from other federal funds.

**If a Code Enforcement Officer is involved with any COVID-19 enforcements, do they need to wait until he/she goes over their regular 40-hour week? Are there restrictions for reimbursement?**

Answer: The funding available under this program will pay for Code Enforcement Officer hours spent on COVID-19 prevention activities if this time was not already accounted for in the Town's current budget. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered.

**Would credit card fees related to keeping municipal populations safe at home be eligible?**

Answer: No. These costs would be outside of the scope of this program.

**Would buildings that have not opened yet, i.e. libraries, be eligible for cleaning expenses?**

Answer: Yes, they would be eligible.

**Would hand sanitizers for municipal staff or public buildings be eligible? For schools, as well?**

Answer: Yes.

**Would municipalities be able to use funds from this program as a match for other funding?**

Answer: This depends on the term of the other funding source (CDC, FEMA or other). Typically, one federal funding source would not be used to pay the match for another federal grant.

**Do quasi-municipalities activities qualify?**

Answer: Yes, through the associated municipality.

**Do quasi-municipalities apply as one or should they apply separately?**

Answer: Applications should be submitted through the associated municipalities.

**Would development of a coronavirus website qualify?**

Answer: Yes.

**For island seasonals, would a testing station be eligible?**

Answer: Yes, health screening would likely be eligible assuming it follows US CDC guidance.

**On the spreadsheet on Line 6, Other Personnel, is there a third party, in-kind match requirement?**

Answer: There is no third party, in-kind match requirement.

**How much detail is need on the application?**

Answer: The application involves checking boxes for activities a municipality plans to do and asks for a maximum one-page narrative with details unique to a municipality. We encourage short, concise narratives.

**Will the Maine CDC's MMA webinar Power Point presentation be online?**

Answer: Yes.

**If a municipality applies, they are approved and they have on-going cost, how do they track that?**

Answer: Invoices will need to be submitted monthly and cover expenses for approved activities. Please note that grant recipients and subcontractors should maintain accounting records in accordance with the Uniform Guidance that requires, among other things, a detailed accounting record of the specific costs that are attributable to this program and other federal assistance.

**How many applications can be submitted?**

Answer: One application per government or Tribal government may be submitted.

**Is trash pickup eligible?**

Answer: Yes, if directly related to COVID-19 prevention activities (i.e., over and above normal trash pickup services).

**Is office staff's time for extra COVID-19 work eligible?**

Answer: Yes, if directly related to COVID-19 prevention activities.

**Are large electric signs eligible?**

Answer: Yes, if related to COVID-19 prevention activities.

**Are municipalities required to participate in all three categories?**

Answer: No, but each municipality must participate in the third category of Local Business Assistance. Each municipality must designate a local contact.

**Would a private ferry terminal be eligible to receive funds from the town?**

Answer: Yes, if the municipality chooses to use its funds to better protect its population.

**Are mental health professional costs eligible?**

Answer: Possibly, if related to COVID-19. More details would be needed. To be eligible, the mental health professional must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**Is a local match required?**

Answer: No, no match required.

**Are barriers for bathrooms or walkways eligible?**

Answer: Yes, if the intended purpose directly connected to COVID-19, such as to ensure social distancing.

**How is the money paid out?**

Answer: Please see the Application for guidance. More information will be forthcoming.

**Are standardized signs available?**

Answer: Yes. Please see the US CDC site for standardized signage.

**Are reimbursements for gas, mileage and tolls to volunteers eligible?**

Answer: Yes, if the volunteer work is directly related to COVID-19 prevention activities as part of this program.

**Are Zoom licenses eligible?**

Answer: No.

**Would drive-thru testing be eligible?**

Answer: Yes, screening and testing stations would be considered eligible if they follow US CDC guidance.

**Would laptops for schools for distance learning be eligible? Or telemedicine?**

Answer: No.

**Would adding police to monitor a beach be eligible?**

Answer: Likely, yes if the intended purpose is to ensure social distancing and other COVID-19 prevention related activities.

**Would meal preparation and food delivery be eligible?**

Answer: Yes, if the intended purpose is to assist individuals needing to quarantine or isolate due to COVID-19.

**Would buying PPE be allowable?**

Answer: Yes, for municipal staff, sanitation workers, etc.

**Would a COVID-19 hotline be eligible?**

Answer: Yes, if it is consistent with CDC guidelines.

**Would giving all or some of the money to a non-profit be eligible?**

Answer: Please see Application guidelines.

**Will there be a second round of funding?**

Answer: Unknown currently.

**Would purchasing public restroom supplies be eligible?**

Answer: Yes, if these costs are directly related to COVID-19 prevention activities and not already accounted for in the Town's current budget.

**Would the Local Designee be handling complaints?**

Answer: The designee's focus should be to educate the public and businesses. If there is resistance or repeat complaints, the local designee should refer complaints to the proper State licensing agency or local law enforcement.

**Is there a cap for awards?**

Answer: There is no cap. Funding amounts will take into consideration the year-round population combined with an estimate of the increase in population during the peak of the summer tourist season and depend on the number of applications received and eligible for funding.

**If you purchase plexiglass now with plans to install it after October 31, would it be eligible?**

Answer: No. All work must be conducted within the grant period, including use of materials purchased. However, materials installed during the grant period to protect the public may remain in use beyond October 31, 2020.

**Will training be available on the website for the local designee?**

Answer: Yes. A trainer will be providing more detailed training in webinar format for local designees, including de-escalation techniques.

**If a Town or Tribe applies for five of the options and they are only awarded money for three, will they be able to change the way they decide to use the award money?**

Answer: Work must be conducted in accordance with the funding allocated for specific activities identified on the Application.

**Would chlorine to disinfect surfaces be eligible?**

Answer: Yes, if used in accordance with US CDC guidance.

**Would face shields be eligible?**

Answer: Yes.

**Is masking a requirement or recommendation?**

Answer: Masking is a requirement in public spaces where 6-foot social distancing cannot be achieved. Employees in certain businesses must also be masked in compliance with DECD checklists.