



New Castle County Volunteer Firefighter's Association
Paul J. Sweeney Public Safety Building
3601 N. DuPont Highway
New Castle, Delaware 19720

CARES Act Funding Reference Guide

Introduction: The New Castle County Firefighters Association has developed a "CARES Act Funding Reference Guide". This guide and the "CARES Act Funding Training" (Power Point) is available for the leaders within the NCC Fire Companies to utilize when in need of reference or guidance when tracking and submitting expenses and reimbursements related to the NCC CARES Act Ordinance(s). The Association Officers understand the importance for timely and adequate funding opportunities to be made continuously available during this pandemic. We are actively engaged with members of NCC Council, the County Executive's Office, and Federal Authorities to ensure compliance is maintained and comfort is established as companies navigate through these processes.

Process:

- **Step 1:** Gather, Collect, Track and Review ALL Fire Company COVID-19 related expenses as per the U.S. Treasury Department "Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments" document (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>)
- **Step 2:** Understand, Complete and Submit the **NORTIZED ORIGINAL** of the "New Castle County Volunteer Fire Company CARES Act Funding Certificate" document (found at <http://caresact.newcastlede.gov> in "Municipality & Fire Company Reimbursement - Step 1).
- **Step 3:** Submit all expense related documents to the reimbursement site (provided after certificate is received by the NCC Office of Law). Follow up with an email to New Castle County Government Officials and New Castle County Volunteer Firefighters Association at COVID19@nccvfa.org.
- **Step 4:** Continue Fire Company Covid-19 related expense tracking and submissions during the allowable timeframe (March 1, 2020 through December 30, 2020)
- **Step 5:** Inform NCCVFA Officers if your COVID-19 expenses are reaching your company allotment. NCC Council Finance Committee Co-Chairman (Councilman Cartier) will move to request/approve additional money be made available from the "Contingency" portion of this ordinance immediately.

Conclusion: The Officers of the New Castle County Volunteer Firefighters Association will maintain contact with NCC Government Officials and Fire Company Leadership to ensure funds remain available during this pandemic. It is imperative that Fire Company Leadership communicate with the Association Officers relative to any past, current and PROJECTED expenditures. This will better assist us to accurately represent your needs during this pandemic!

COVID-19 Reference Guide / Training Committee Contact Information:

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(NCCVFA Officers, Councilman John Cartier, and Director Kenneth Dunn)