



**CITY OF VERONA**

**FINANCE COMMITTEE**  
**MONDAY, SEPTEMBER 21, 2020 – 5:00 P.M.**  
**VERONA CITY CENTER**  
**111 LINCOLN STREET**

**Due to the COVID-19 pandemic, the Verona Finance Committee will hold its meeting as a virtual meeting. The Finance Committee will not meet at City Hall, 111 Lincoln Street. Members of the Finance Committee and Staff will join the meeting by using Zoom Webinar, as described immediately below.**

**Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options are asked to contact City Hall for details prior to the meeting at [adam.sayre@ci.verona.wi.us](mailto:adam.sayre@ci.verona.wi.us) or 608-848-9941.**

**Join the meeting via computer, tablet, or smart phone:**

<https://zoom.us/j/95733769270>

Webinar ID: 957 3376 9270

**Join the meeting via phone by dialing:**

312-626-6799

Webinar ID: 957 3376 9270

The online meeting agenda and all support materials can be found at <https://www.ci.verona.wi.us/>. In addition to the public, all Finance Committee members and Staff will also be participating remotely. Anyone with questions prior to the meeting may contact the City at (608) 848-9941 or [adam.sayre@ci.verona.wi.us](mailto:adam.sayre@ci.verona.wi.us).

**AGENDA**

1. Call to order.
2. Roll call
3. Discussion and Possible Action re: Recommended Approval of the September 14, 2020 Finance Committee Minutes

4. Discussion and Possible Action re: Update on the 2021 Budget, Department Presentations, Public Works, Parks, Recreation and Library
5. Discussion and Possible Action re: CARES Funding for COVID-19 Expenditures in regards to Air Purifier Systems in City Buildings
6. Adjournment.

Chairperson Chad Kemp

POSTED:       Verona City Hall  
                  Miller's Market  
                  City Web Page at [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

9/18/2020

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Finance Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

*IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.*



# City of Verona

Finance Committee  
City Hall – 111 Lincoln Street  
Verona, WI 53593-1520

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**MINUTES**  
**FINANCE COMMITTEE**  
**SEPTEMBER 14, 2020**

**Due to the COVID-19 pandemic, the Verona Finance Committee held its meeting as a virtual meeting. The Finance Committee did not meet at City Hall, 111 Lincoln Street. Members of the Finance Committee and Staff joined the meeting by using Zoom Webinar. Members of the public were able to join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting via phone.**

The meeting was called to order by Alder Kate Cronin at 6:00 p.m.

Roll Call: Alder Kate Cronin and Alder Christine Posey were present, Chairperson Chad Kemp was excused.

Also present: Mayor Luke Diaz, City Administrator Adam Sayre, Finance Director Brian Lamers and FitchRona EMS Chief Patrick Anderson.

Discussion and Possible Action regarding approval of August 24, 2020 Finance Committee minutes: Motion was made by Posey, seconded by Cronin to approve the August 24, 2020 Finance Committee minutes with no changes noted. Motion carried 2-0.

Discussion and Possible Action regarding the Amendment to Agreement between All City Management Services Inc. and the City of Verona for Providing School Crossing Guard Services: Sayre explained the amendment to the agreement with a reduction of approximately \$23,000. There will be a 2.5% increase in wages to the Crossing Guards as of January 1, 2021 and removal of some penalty language that staff felt wasn't necessary. Posey questioned the removal of the penalty language, since there was not even a full year with this company last school year. Sayre stated that last school year was only a couple weeks short of the penalty language ending and the Police Department staff felt comfortable with the removal of the language. Motion was made by Posey, seconded by Cronin to recommend to the City Council the amendment to the agreement between All City Management Services Inc. and the City of Verona for Providing School Crossing Guard Services through December 31, 2021. Motion carried 2-0.

Discussion and Possible Action regarding CARES Funding for COVID-19 Expenditures: Cronin stated this came up at the Library Board to use funding from the grant to install clean air system. Sayre stated that the City was allotted approximately \$202,000. The City spent approximately \$22,000 that applied for reimbursement. He stated that the quotes for Library for this air purifier would be about \$20,000, the City would be about \$26,000, Public Works and Senior Center would be about \$10,000 each, a total cost between \$60,000 to \$70,000. He stated

that the estimated were higher than expected and Staff looked for alternatives. The Contractor for our systems would not recommend the cheaper model. Sayre stated that the City should be diligent because not sure what is coming next with Covid-19 and if it continues to go on what expenditures may be coming. Currently we have no data on what the air quality is now and what it will be once this is installed. Posey stated would we do this if the funds were not there for Covid-19.

Discussion took place where the funds would come from if the funding was denied through the grant. Sayre stated the Library is about \$300,000 under what they should be for fund balance based on the policy.

Lamers pointed out in the Terms and Conditions for the Routes to Recovery grant 2.4 that “Expenditures that were not made in response to the COVID-19 public health emergency, or that include improvements or other expenditures beyond what can reasonably be considered necessary to address COVID-19 related issues, are not eligible”.

Posey said she went through the terms and conditions and felt that there is nothing in there that would state this wouldn't be covered and felt the language of cleaning, sanitizing and other cost of Covid-19 mitigation in public areas and facilities would cover this.

Cronin stated it was discussed at the Library Board there is a budget line item that possibly could be used to cover this if needed to be. Lamers stated the Library's fund balance is currently \$300,000 under what it should be based on the policy, they should not be spending that.

After further discussion the decision was to put this on the next Finance Agenda for further discussion.

Discussion and Possible Action regarding Updates on the 2021 Budget, EMS, TIFs, Debt, Economic Development and Other Departments: FitchRona EMS Chief Patrick Anderson presented the 2021 EMS budget. He stated that there was a raise in the base rate for billing of \$100. The majority of increase to the budget was due to wages and fringes which was contractual. The contract is in year 2 of a 4 year contract. He stated the unscheduled overtime was decreased by 22%, this was based on actual over the last couple years. He stated there was a cut to the internship program and hoping this was only going to stay removed for 1 to 2 years and then included back into the budget.

Lamers stated even though on the EMS budget we are going up \$22,312, from last year's levy it is going up \$69,769

Lamers went through the debt budget and pointed out that the City's General Obligation debt as of 12/31/20 is at \$51 million, which is 41.64% of the City's policy of 3.75% of the equalized value. He stated the total levy for 2021 is \$4,603,502 which \$261,294 is Library Levy and \$4,342,208 is General Levy. Other sources of funds, such as impact fees, are used to offset some of the \$5,267,031 expenditures in the fund. The estimated fund balance of \$66,851 is required to stay in the fund to offset future interest from previous borrowing.

Lamers went over the Verona Economic Development Commission (VEDC) budget for 2021. He stated with the amount that was paid out to small businesses in 2020, the remaining funds

available at the end of 2020 are estimated at \$494,000. There are two loans still outstanding at the end of 2020 are approximately \$55,000 total. The only budget item in 2021 is the estimated interest on the two outstanding loans.

Lamers went over TIF 4 and stated the majority of income is from tax increments and other state payments. At this point the tax increment on all TIF's is an estimated amount and will be adjusted to actual when we get the reports. The majority of expenditures in TIF 4 are from a pay-go to a developer and debt payments. The outstanding debt at the end of 2021 will be \$1,205,000.

Lamers stated in TIF 6 the majority of income is from tax increments and other state payments. The majority of expenditures are for debt payments. The outstanding debt at the end of 2021 will be \$1,125,000.

Lamers stated there wasn't much in TIF 8 and TIF 9 besides a couple projects in the works and little activity at this point.

Lamers stated TIF 10 state ACS developer agreement has been signed and the increments will start coming in 2021.

Lamers stated that this week we should be getting the information regarding the Health Insurance for 2021 and also determined that the COLA would need to be reduced to 2%.

Discussion and Possible Action regarding the City Investment Report for August 2020: Lamers stated that investments went up due to the tax settlement and the bond issue that was on August 20<sup>th</sup>.

Discussion and Possible Action regarding the Revenue and Expenditure Summary Report for August 2020: Lamers stated we will be well under in Room Tax revenue. Also there will be a significant revenue decline in the Recreation programs. Building Inspection revenue is anticipating higher, but the expense will be higher due to Contracted Services being over budget. There are still a couple positions still left open such as the Planning Director and the Utility Accountant.

Discussion and Possible Action regarding the payment of bills:

Motion was made by Posey, seconded by Cronin to approve the payment of bills totaling \$278,139.69. Motion carried 2-0.

Adjournment: Motion was made by Posey, seconded by Cronin, to adjourn the Finance Committee Meeting at 6:58 p.m. Motion carried 2-0.

Respectfully submitted,  
Brian Lamers CPA  
Finance Director

# 1901 INC

2801 Syene Road / Madison, WI 53713-3203

Office: (608) 273-3434 / Fax: (608) 273-9654



## QUOTATION

TO: <b>Verona Library</b>	DATE: <b>August 11, 2020</b>
Street: <b>500 Silent Street</b>	Phone:
City, State, Zip: <b>Verona, WI. 53593</b>	Fax:
ATTN: <b>Simon Hesch</b>	Cell: <b>608-577-1997</b>
RE: <b>GPS systems for AHU's 1,2, &amp; 3</b>	Email: <b>simon.hesch@ci.verona.wi.us</b>

JOB SITE (Address work is being performed):	
Property Owners Name:	<b>Same as Above</b>
Property Owners Address:	

### THE UNDERSIGNED PROPOSES THE FOLLOWING:

<b>#1 AHU Coil size 94" x 50"</b>
Furnish and install (1) power supply
Furnish and install (1) Power heads per row
Furnish and install (1) rows with 16 stingers in each
<b>#2 AHU Coil size 98" X 57.5"</b>
Furnish and install (1) power supply in each unit
Furnish and install (2) power heads per row
Furnish and install (2) rows of 16 stingers in each
<b>#3 AHU Fan Coil</b>
Furnish and install (1) FC48-24

### EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
Tax and Freight are not included (if applicable).
Owner will need to provide 110 volts outlet to each GPS power supply.

Accepted: _____
Date: _____
<small>In acceptance of this quotation, please sign, date and return to 1901 Inc. via fax, email or mail (please retain a copy for your records); also submit PO/Contract if needed.</small>

All of the above to be completed for the sum of:

**\$19,483.98**

**QUOTED PRICE:**

**1901 Inc.**

*Dave Gundlach*

By: \_\_\_\_\_

**Dave Gundlach, Service Manager (608) 712-6143**

Email: dgundlach@1901inc.com

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

### PRELIMINARY NOTICE

**PRIME CONTRACTOR - NOTICE OF LIEN RIGHTS:** AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE

CONSTRUCTION ON OWNERS LAND, MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIAL, PLANS AND/OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO MORTGAGE LENDER, IF ANY. THE UNDERSIGNED CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNERS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

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WILL IDENTIFY OURSELVES TO THE PROPERTY OWNER ON WHICH OUR SERVICES WILL BE PERFORMED WITHING TEN (10) DAYS OF WORK ACCEPTANCE.

# 1901 INC

2801 Syene Road / Madison, WI 53713-3203

Office: (608) 273-3434 / Fax: (608) 273-9654



## QUOTATION

<b>TO:</b> Verona City Hall	<b>DATE:</b> August 24, 2020
<b>Street:</b> 111 Lincoln Street	<b>Phone:</b>
<b>City, State, Zip:</b> Verona WI	<b>Fax:</b>
<b>ATTN:</b> Simon Hesch	<b>Cell:</b> 608-577-1997
<b>RE:</b> GPS systems for AHU's 1,2, & 3	<b>Email:</b> <a href="mailto:simon.hesch@ci.verona.wi.us">simon.hesch@ci.verona.wi.us</a>
<b>JOB SITE (Address work is being performed):</b>	
<b>Property Owners Name:</b>	Same as Above
<b>Property Owners Address:</b>	

### THE UNDERSIGNED PROPOSES THE FOLLOWING:

<b>#1 AHU Coil size 94" x 54"</b>
Furnish and Install (1) power supply
Furnish and install (2) Power heads per row
Furnish and install (2) rows with 15 stingers in each
<b>#2 AHU Coil size 52" X 35"</b>
Furnish and install (1) power supply in each unit
Furnish and install (1) power heads per row
Furnish and install (1) row of 9 stingers
<b>#3 AHU Coil size 65"x38"</b>
Furnish and Install (1) power supply
Furnish and install (1) Power heads per row
Furnish and install (1) row with 11 stingers

### EXCEPTIONS / CLARIFICATIONS:

Work to be done during normal business hours.
Any other parts, equipment, repairs, or rentals are not included.
Tax and Freight are not included (if applicable).
Owner will need to provide 110 volts outlet to each GPS power supply.

Accepted: _____
Date: _____
<small>In acceptance of this quotation, please sign, date and return to 1901 Inc. via fax, email or mail (please retain a copy for your records); also submit PO/Contract if needed.</small>

All of the above to be completed for the sum of:

**\$24,564.14**

**QUOTED PRICE:**

**1901 Inc.**

*Dave Gundlach*

By: \_\_\_\_\_

**Dave Gundlach, Service Manager (608) 712-6143**

Email: [dgundlach@1901inc.com](mailto:dgundlach@1901inc.com)

POTENTIAL BILLINGS: 1-Partial / 1-Final

Terms: Net 30 Days

### PRELIMINARY NOTICE

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CONSTRUCTION ON OWNERS LAND, MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIAL, PLANS AND/OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO MORTGAGE LENDER, IF ANY. THE UNDERSIGNED CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNERS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

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WILL IDENTIFY OURSELVES TO THE PROPERTY OWNER ON WHICH OUR SERVICES WILL BE PERFORMED WITHING TEN (10) DAYS OF WORK ACCEPTANCE.

*Web:* [www.1901inc.com](http://www.1901inc.com)

*Phone:* 608.308.1901

*Fax:* 608.273.9654



*Mailing Address:*

2801 Syene Road  
Madison, WI 53713-3203

# Global Plasma Solutions

## The Indoor Air Quality (IAQ) REVOLUTIONIZER

# The Indoor Air Quality (IAQ) REVOLUTIONIZER



## Who We Are

Our proven technology delivers clean indoor air that is safe and healthy – producing neither ozone nor other harmful by-products. All our Needlepoint Bipolar Ionization (NPBI) products are UL and CE approved. Through NPBI, our products purify the air by eliminating airborne particulates, odors & pathogens. The combined effect is higher indoor air quality levels for your facility and potential energy savings through outdoor air intake reduction. Delivering P.O.P.E. to the user:



## Our NPBI Process

GPS' NPBI technology works to safely clean the air inside commercial and residential buildings. The patented technology uses an electronic charge to create a plasma field filled with a high concentration of + and - ions. As these ions travel with the air stream they attach to particles, pathogens and gases. The ions help to agglomerate fine sub-micron particles, making them filterable. The ions kill pathogens by robbing them of life-sustaining hydrogen. The ions breakdown harmful VOCs with an Electron Volt Potential under twelve (eV<12) into harmless compounds like O<sub>2</sub>, CO<sub>2</sub>, N<sub>2</sub>, and H<sub>2</sub>O. The ions produced travel within the air stream into the occupied spaces, cleaning the air everywhere the ions travel, even in spaces unseen.

**54**  
PATENTS  
27 GRANTED  
27 PENDING

**150K+**  
SATISFIED  
CUSTOMERS



## 3rd Party Testing Summary

Pathogen	Time in Chamber	Kill Rate	Test Agency
Tuberculosis	60 minutes	69.09%	EMSL
SARS-COV-2	30 minutes	99.40%	IB
Norovirus	30 minutes	93.50%	ATS Labs
MRSA	30 minutes	96.24%	EMSL
Staphylococcus	30 minutes	96.24%	EMSL
Mold spores	24 hours	99.50%	GCA
E.coli	15 minutes	99.68%	EMSL
Legionella	30 minutes	99.71%	EMSL



INDEPENDENT 3RD PARTY TESTING



**GPS FACT:**  
*GPS can be installed in any system in any building.*

Call 1901 Inc. Today!  
608.308.1901 or 608.273.9834  
mthompson@1901inc.com

Engineering Air for a Cleaner World™

# Remember “P.O.P.E.” – NPBI BENEFITS



**Particle Reduction** – Technology makes particles clump together and a lower efficiency filter can capture them from the air



**Odor Control** – Odors, volatile organic compounds and the like are oxidized to gases already prevalent in the air such as oxygen, nitrogen, water vapor or carbon dioxide, eliminating the odors



**Pathogen Control** – Independent testing by CDC Affiliate Labs confirms kill rates as high as 99.9% of various pathogens and mold spores. Keeps new cooling coils clean and cleans up old coils.



**Energy Savings by Outside Air Reduction** – By cleaning indoor air and recirculating it – Less Outside Air is required.

Less OA = Less Load on Cooling/Heating System – ASHRAE 62 & IMC Compliant



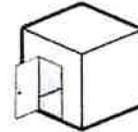
## **MRSA**

**Laboratory Name:** EMSL Analytical, Inc.

**EMSL No:** 371106420

**Date:** 6/13/2011

**Pathogen Tested:** Methicillin Resistant Staphylococcus aureus (MRSA) ATCC 33591



SIMULATION TEST

### **Objective:**

Testing was conducted on the GPS-iBAR-36 model to determine its ability to inactivate the bacteria in the air.

### **Methodology:**

The nebulizer was connected to an air compressor with 1/4 inch plastic tubing and to the environmental test chamber through one of the testing openings created. The fan was turned on to create an air flow in the chamber but the ionizers were not turned on until after the initial sampling. Once testing was ready to begin, 60 psi of compressed air was pumped through the nebulizer creating the release of 10.8 mL/h of aerosolized solution. This was run for 28 minutes, allowing for a total of 5 mL of solution to be aerosolized into the test chamber.

### **Experimental Results:**

In conclusion, the GPS-IBAR-36 demonstrated the ability to disinfect MRSA from the air with a 96.24% reduction after 30 minutes of exposure.





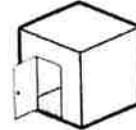
## E. Coli

**Laboratory Name:** EMSL Analytical, Inc.

**EMSL No:** 371106420

**Date:** 7/21/2011

**Pathogen Tested:** Escherichia coli ATCC 8739



SIMULATION TEST

### **Objective:**

Testing was conducted on the GPS-iBAR-36 model to determine its ability to inactivate the bacteria in the air.

### **Methodology:**

The nebulizer was connected to an air compressor with 1/4 inch plastic tubing and to the environmental test chamber through one of the testing openings created. The fan was turned on to create an air flow in the chamber but the ionizers were not turned on until after the initial sampling. Once testing was ready to begin, 60 psi of compressed air was pumped through the nebulizer creating the release of 10.8 mL/h of aerosolized solution. This was run for 28 minutes allowing for a total of 5 mL of solution to be aerosolized into the test chamber.

### **Experimental Results:**

In conclusion, the GPS-IBAR-36 demonstrated the ability to disinfect E. coli from the air with a 99.54% reduction after 30 minutes of exposure and a 99.23% reduction after 60 minutes of exposure.

Furthermore, these results demonstrate that the needlepoint bipolar ionization system tested does not require direct line of sight to produce inactivation rates comparable to those of ultraviolet light. The needlepoint bipolar ionization system's inactivation rates are indicative of those in the entire space.



Independent Laboratory  
Testing Results Summary



PATHOGEN	TIME IN CHAMBER	RATE OF REDUCTION	TESTING LAB
SARS-CoV-2	30 MINUTES	99.4%	INNOVATIVE BIOANALYSIS
Norovirus*	30 MINUTES	93.5%	ATS & LABS EXCELLENCE IN ANTIMICROBIAL TESTING
Human Coronavirus**	60 MINUTES	90.0%	ALG ANALYTICAL LAB GROUP
Legionella	30 MINUTES	99.7%	EMSL
Clostridium Difficile	30 MINUTES	86.8%	EMSL
Tuberculosis	60 MINUTES	69.0%	EMSL
MRSA	30 MINUTES	96.2%	EMSL
Staphylococcus	30 MINUTES	96.2%	EMSL
E. Coli	15 MINUTES	99.6%	EMSL

\* Surrogate for Norovirus, actual strain tested was Feline Calicivirus, ATCC VR 782, Strain F-9

\*\* Surrogate for Human Coronavirus SARS-CoV-2, actual strain tested was Human Coronavirus 229E

# Global Plasma Solutions

## What does Plasma Kill?

Global Plasma Solutions' bi-polar ionization generator creates cold plasma discharge that consists of positive ions ( $H^+$ ) and negative ions ( $O_2^-$ ) from water vapor in the air. These ions have the property of clustering around microparticles and gases, and thus, they surround harmful substances such as airborne mold, virus, bacteria, volatile organic compounds and allergens. At that point, a chemical reaction occurs on the cell membrane surface and they are transformed into OH radicals, a powerfully active but unstable material, which robs the harmful substance of a hydrogen atom (H). As a result, they are inactivated by severing the protein on the cell membrane, opening holes. The OH radicals instantly bond with the removed hydrogen (H), forming water vapor ( $H_2O$ ), and return to the air.

- 1) The GPS generator creates bi-polar ionization (cold plasma), replicating the same positive and negative ions found abundantly nature, for example, in woods and forests. Ions are found in the highest concentrations where the ocean meets the shore and high elevation in the mountains. GPS' plasma process will artificially create the ions found in these desirable locations and supply them into the building, enhancing the indoor air quality. The ions turn into OH radicals only on the surface of harmful substances to inactivate them, so they are completely harmless to the human body and pets.
- 2) GPS plasma will effectively eliminate bacteria, virus, mold and volatile organic compounds by working directly on the air contained in the entire zone and duct.
- 3) The plasma process consumes a miniscule amount of electricity, less than a 5 watt light bulb, in most applications.

(confirmed using a time-of-flight mass-spectrometer)

Positive and negative ions  
surrounded by water molecules



Positive Ion  $H^+$  ( $H_2O$ )<sub>n</sub>



Negative Ion  $O_2^-$  ( $H_2O$ )<sub>m</sub>

1901 Inc.  
2801 Syene Road  
Madison, WI 53713  
Phone: 608-308-1901  
Email: [mthompson@1901inc.com](mailto:mthompson@1901inc.com)

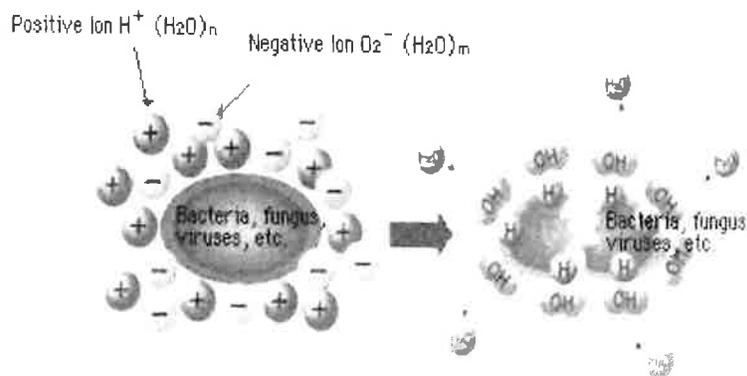
### Various Pathogens that Plasma Kills

Target Substance	Species	Testing & Verification Organization	Date of Announcement
Fungi	Cladosporium (black mold, mildew)	Ishikawa Health Service Association	September 2000
		Universitätsklinikums Lübeck University Clinic (Germany) (proliferation control effect)	February 2002
		CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004
	Penicillium, Aspergillus	Universitätsklinikums Lübeck University Clinic (Germany) (proliferation control effect)	February 2002
	Aspergillus, Penicillium (two species), Stachybotrys, Alternaria, Mucorales	CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004
Bacteria	Coliform bacteria (E. coli)	Ishikawa Health Service Association	September 2000
	<i>E. coli</i> , <i>Staphylococcus aureus</i> , <i>Candida</i>	Shanghai Municipal Center for Disease Control and Prevention, China	October 2001
	Bacillus subtilis	Kitasato Research Center of Environmental Sciences	September 2002
		CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004
	MRSA (methicillin-resistant <i>Staphylococcus aureus</i> )	Kitasato Research Center of Environmental Sciences	September 2002
		Kitasato Institute Medical Center Hospital	February 2004
	Pseudomonas, Enterococcus, Staphylococcus	Universitätsklinikums Lübeck University Clinic (Germany)	February 2002
	Enterococcus, Staphylococcus, Sarcina, Micrococcus	CT&T (Professor Gerhard Artmann, Aachen University of Applied Sciences)	November 2004

Allergens	Mite allergen (dust from dead mite bodies and feces), pollen	Graduate School of Advanced Sciences of Matter, Hiroshima University	September 2003
	Airborne allergens	Asthma Society of Canada	April 2004
Viruses	H1N1 influenza virus (Swine Flu)	Kitasato Research Center of Environmental Sciences	September 2002
		Seoul University, Korea	September 2003
		Shanghai Municipal Center for Disease Control and Prevention, China	December 2003
		Kitasato Institute Medical Center Hospital	February 2004
	H5N1 avian influenza virus	Retroscreen Virology, Ltd, London, U.K.	May 2005
	Coxsackie virus (summer colds)	Kitasato Research Center of Environmental Sciences	September 2002
	Polio virus	Kitasato Research Center of Environmental Sciences	September 2002
	Corona virus	Kitasato Institute Medical Center Hospital	July 2004

### Mechanism of Plasma for Inactivating Airborne Fungi

The positive ( $H^+$ ) and negative ( $O_2^-$ ) ions cluster together on the surface of airborne fungi, causing a chemical reaction that results in the creation of highly reactive OH groups called hydroxyl radicals ( $\bullet OH$ ). The hydroxyl radical will take a hydrogen molecule from the cell wall of an airborne fungi particle. This process inhibits mold infestation as well as controls musty and household odors (caused in large part by mold fungi) as they occur.



## **Control of Gases and Odors with Plasma**

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# HOW PARTICLES ARE CREATED

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- Sitting down or standing up generates about 2,500,000 particles cubic ft.
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There are over 18 Million particles in 1 cubic ft of air



# MERV 8 + Ionization = > MERV 13



2820 S. English Station Rd.  
 Louisville, Ky 40299  
 Tel: (502) 357-0132  
 Fax: (502) 267-8379

Date:	23-Oct-17
Report No.	17-618
MODIFIED CADR CHAMBER TEST	
TEST REPORT SUMMARY	
Chamber Smoke Concentration Decay Test	
MERV 13 vs. MERV 8 w/GPS Device	

## Test Results

- 1 It was determined that the 1" MERV 13 Panel filter reduced particle count from 2,730,958 to 808 particles in a timeframe of 34 minutes.
- 2 It was determined that the 1" MERV 8 Panel filter with GPS Technology reduced particle count from 3,645,943 to 745 particles in a timeframe of 16 hours.
- 3 It was determined that the 1" MERV 8 Panel filter with GPS Technology reduced particle count from 2,753,181 to 745 particles in a timeframe of 15 hours - 40 minutes in comparison to the MERV 13 at 34 minutes.

## Quantitative Results

### MERV 13 Filter

Elapsed Time, Min.	Microns									# total Particles	#/cm3 Concentration
	0.30	0.40	0.55	0.70	1.00	1.30	1.60	2.20			
4	1805492	738537	144867	40941	865	153	96	3	2730958	2730	
34	636	101	25	23	8	5	2	5	808	0.81	

### MERV 8 Filter with Ion Technology

Elapsed Time, Min.	Microns									# total Particles	#/cm3 Concentration
	0.30	0.40	0.55	0.70	1.00	1.30	1.60	2.20			
5	1958081	1222632	332433	129698	2610	341	136	6	3645943	3645	
19	1876059	736434	117644	22892	116	11	20	5	2753181	2753	
16 hours	619	90	12	17	2	1	2	2	745	0.74	

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# Ion technology can reduce particles, control odors & kill pathogens.

**The Problem** - A large Midwest medical device manufacturer contacted GPS due to a new chemical being introduced into the manufacturing process that was creating odor issues for the employees working in those rooms and adjoining spaces that shared the same air handling system. Upon reviewing the molecular structure of the chemical, it was determined that GPS' cold plasma technology could control the odor effectively.

**The Solution** - A GPS-iBar system was installed on the air entering side of the cooling coil in the air handler conditioning the clean rooms.

**The Results** - After installation of the GPS-iBar system, the odors were eliminated in less than 24 hours. The GPS-iBar system also provided a pleasant surprise to the owner when the annual clean room certification occurred. The clean room certification company found the total particle counts to be 89.7% less than any other time prior to the GPS-iBar installation, which includes over 10 years of prior testing with similar, consistent results.

## Total Particle Counts

Date	Before	After
6/17/2013	2015	
6/25/2014		208*

**Total Particle Count Reduction 89.7%**

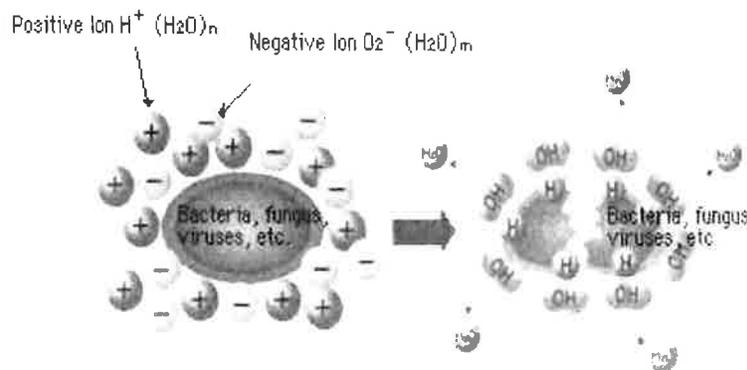
**\*GPS-iBar installed & activated 6 months prior to "After" testing**



Allergens	Mite allergen (dust from dead mite bodies and feces), pollen	Graduate School of Advanced Sciences of Matter, Hiroshima University	September 2003
	Airborne allergens	Asthma Society of Canada	April 2004
Viruses	H1N1 influenza virus (Swine Flu)	Kitasato Research Center of Environmental Sciences	September 2002
		Seoul University, Korea	September 2003
		Shanghai Municipal Center for Disease Control and Prevention, China	December 2003
		Kitasato Institute Medical Center Hospital	February 2004
	H5N1 avian influenza virus	Retroscreen Virology, Ltd, London, U.K.	May 2005
	Coxsackie virus (summer colds)	Kitasato Research Center of Environmental Sciences	September 2002
	Polio virus	Kitasato Research Center of Environmental Sciences	September 2002
Corona virus	Kitasato Institute Medical Center Hospital	July 2004	

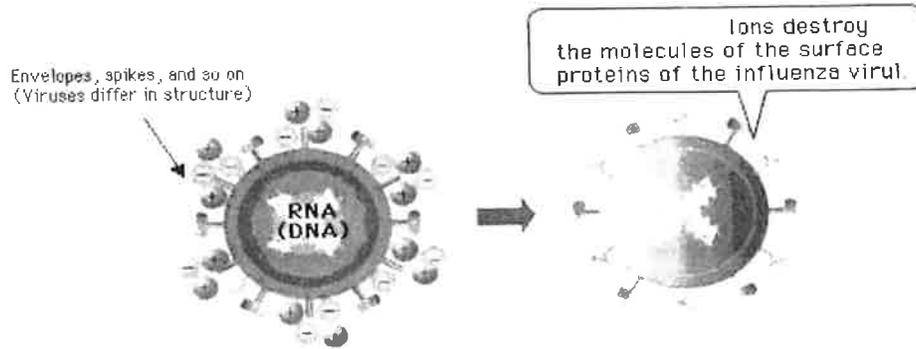
### Mechanism of Plasma for Inactivating Airborne Fungi

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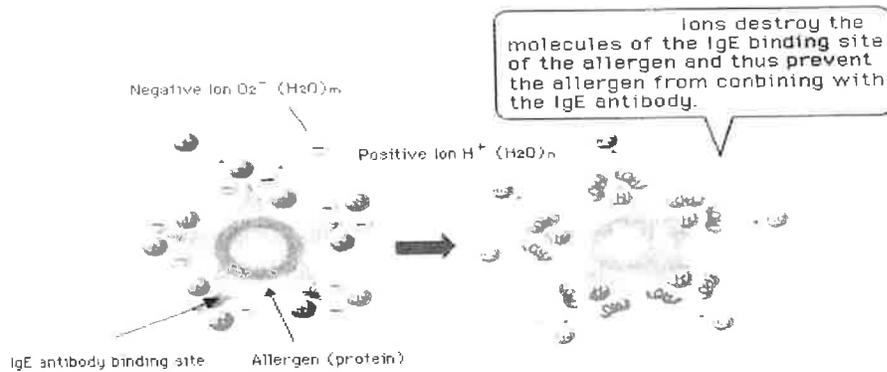
## Mechanism of Plasma for Inactivating Airborne Virus

The positive ( $H^+$ ) and negative ( $O_2^-$ ) ions surround the hemagglutinin (surface proteins that form on organisms and trigger infections) and change into highly reactive OH groups called hydroxyl radicals ( $\bullet OH$ ). These groups take a hydrogen molecule from the hemagglutinin and change it into water ( $H_2O$ ). The ions destroy the virus surface structure, for example its envelopes and spikes, on a molecular level. As a result, the virus cannot infect even if it enters the body.



## Mechanism of Plasma for Deactivating Airborne Allergens

The positive ( $H^+$ ) and negative ( $O_2^-$ ) ions surround the airborne allergen and change into highly reactive hydroxyl radicals ( $\bullet OH$ ). The hydroxyls then deactivate the molecules of the IgE antibody binding site of the allergen. No allergic symptoms occur even if allergens enter the body.



GPS' plasma is a technology with many benefits. Plasma can kill many airborne pathogens, not just at the source of the plasma, but also in the zone where the heated or cooled air is being supplied. Ultraviolet light cannot kill pathogens outside of the blue light produced by the ultraviolet light tube, so the killing of ultraviolet light is limited to the effectiveness of the ventilation system to get the pathogen back to the air handler for control.

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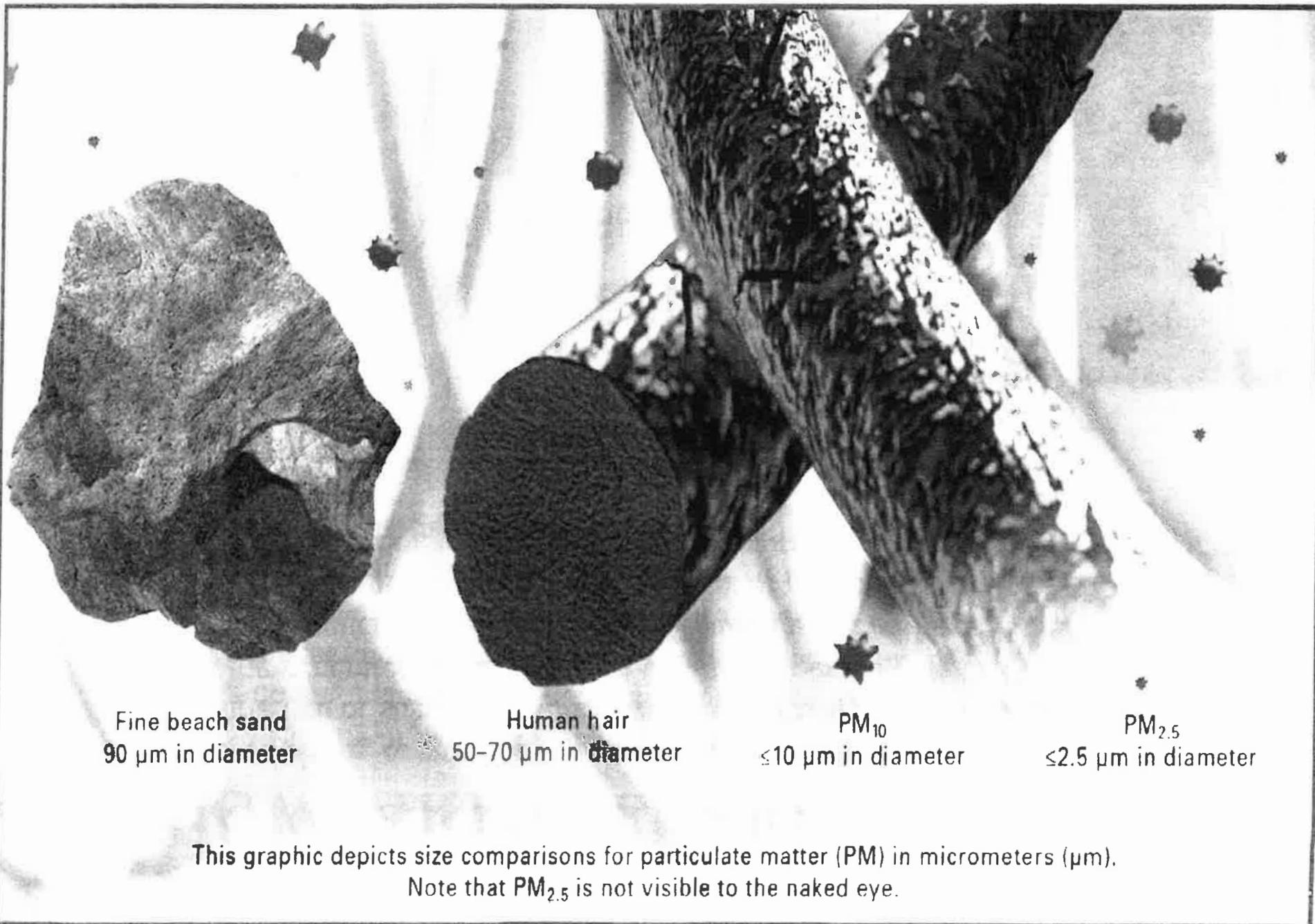
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## *Installation Base*

- Over 1,000 K-12 Schools with OA reduced to 5 CFM Per Person or LESS
- Many Healthcare Applications including hospitals, outpatient centers and MOBs
- Sports Arenas
- Hospitality
- Over 150,000 installations Worldwide



***Global Plasma Solutions***<sup>®</sup>  
*Engineering Air for a Cleaner World*<sup>™</sup>

**Charlie Waddell – Founder & CTO**

# **How to Make your HVAC System Pandemic Ready using Needlepoint Bipolar Ionization**

Member ASHRAE SSPC 62.1, TC 2.3, ICC, USGBC  
Formerly Secretary of TC 8.12

## TERMS AND CONDITIONS

By submitting its expenses for reimbursement through the Routes to Recovery program, the submitting town, village, city, or county government (the “entity”) certifies and agrees to the following:

1. The entity has read and complied with the Program Guidance for this program.
2. The entity has exercised reasonable care and made all reasonable efforts to obtain and submit information that is accurate in all respects.
3. All items submitted for reimbursement were actual expenditures paid by the entity.
4. All items submitted for reimbursement were unanticipated expenditures not accounted for in the entity’s last-approved budget prior to March 27, 2020.
5. All items submitted for reimbursement were, in the reasonable judgment of the public officials responsible for incurring them, reasonably necessary expenditures incurred due to the COVID-19 public health emergency.
6. All items submitted for reimbursement were expenditures paid by the entity on or after March 1, 2020.
7. All payroll expenses submitted for reimbursement were incurred for employees in public safety, public health, health care, human services, or similar roles (or for employees re-deployed to those roles) whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. The entity is not submitting payroll expenses for services it knows to have been unrelated to mitigating or responding to the COVID-19 public health emergency.
8. None of the items submitted for reimbursement through this program have been already reimbursed from another outside source. If the entity later receives funding from another source that is used to cover any expenditure that was previously reimbursed through this program, it will notify the Department of Administration, withdraw the claimed expenditure to the extent covered by another source, and, if the withdrawal results in an increased allocation balance, either (a) submit other eligible expenses sufficient to cover the payment received for the withdrawn expenditure, or (b) repay the amount of the withdrawn expenditure to the Department of Administration. *Note – this provision does not apply to FEMA funding for an expenditure if the FEMA match option is selected, because the entity will only be reimbursed the local match portion of the expenditure.*
9. The entity has and will maintain for at least five years records sufficient to demonstrate that the items submitted for reimbursement were governmental expenditures that were unbudgeted, necessary to respond to the COVID-19 public health emergency, and incurred on or after March 1, 2020.
10. The entity will cooperate and provide any relevant information or records requested by the Department of Administration, any of its authorized representatives, the State of Wisconsin Legislative Audit Bureau or the Department of the Treasury Office of Inspector General at any time relating to the costs submitted for reimbursement.

11. The entity is solely responsible for demonstrating that payments it receives for the items submitted for reimbursement meet the eligibility requirements set forth under this document, the Program Guidance, federal law, and federal guidance. The entity will hold the Department of Administration and the State harmless for any audit disallowance related to the items submitted for reimbursement, irrespective of whether the audit is ordered by federal or state agencies or by the courts, and will be solely responsible for repaying the ineligible amounts (plus any assessed interest, costs, or fees) to the State or the federal government.
12. The Routes to Recovery program utilizes federal funds provided under the CARES Act. The Department of Administration provides the following information regarding the source of funds:

**Federal Award Identification Number:** N/A  
**Federal Award Date:** N/A  
**CFDA #:** 21.019, Coronavirus Relief Fund  
**Federal Awarding Agency:** Department of the Treasury  
**Total Amount of the Federal Award:** \$1,997,294,785.80  
**Amount of Federal Funds Obligated by this Award:** Refer to Allocation Amount  
**Total Amount of Federal Funds Obligated:** Refer to Allocation Amount  
**Research & Development:** No  
**Indirect Cost Rate:** N/A

13. By providing funds to the entity, the State assumes no liability for any acts or omissions of the entity or any of its officers, employees, contractors, or agents which are in any way related to the costs for which the entity seeks reimbursement. The entity will indemnify and hold harmless the Department of Administration and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the entity, or of any of its contractors, in performing the activities for which the entity seeks reimbursement of costs.
14. As required by Wis. Stat. § 16.765, the entity will not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), Wis. Stats., sexual orientation as defined in s. 111.32 (13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the entity will take affirmative action to ensure equal employment opportunities. The entity will post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the State of Wisconsin's nondiscrimination law.

15. Pursuant to 2019 Wisconsin Executive Order 1, the entity will hire only on the basis of merit and will not (and did not) discriminate against any persons performing any work for which reimbursement is sought on account of their military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.
16. The entity understands and acknowledges that all information submitted to this program is a public record of the State and is subject to release under the Wisconsin Public Records Law, Wis. Stat. § 19.21 *et seq.*
17. The person submitting these terms and conditions has the intent and legal authorization to agree to these terms and conditions on the entity's behalf.

# ROUTES TO RECOVERY

## Program Guidance for Local Governments

This document provides information on expense eligibility and administrative requirements under the Routes to Recovery: Local Government Aid Grants program (the "Program"). This document provides guidance for local governments; requirements specific to federally recognized tribes will be addressed in a subsequent document.

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## PROGRAM OVERVIEW AND STRUCTURE

### 1.1. How does the Program work?

This Program was created with funding from the federal CARES Act’s Coronavirus Relief Fund, which may be used to reimburse necessary, unbudgeted expenditures incurred due to the COVID-19 public health emergency.

Every county, city, village, and town in this State is allocated a portion of the Program funds, which it can withdraw for eligible reimbursements during the Program. (Allocations can be found [here](#).) To draw down its allocation and receive funds, the local government reports its eligible expenditures for reimbursement through the Program’s online expense reporter.

There will be three reporting periods—July 1 to 15, September 1 to 15, and November 7 to 18—during which a local government can submit eligible expenditures for reimbursement through the expense reporter. During each reporting period, a local government can make one submission of expenditures for processing and reimbursement. The Department of Administration will process these submissions and reimburse each local government’s eligible expenditures from the remaining balance of its allocation.

*Example:* A village has a \$20,000 allocation. During the July reporting period, it submits \$8,000 in eligible expenditures in the expense reporter. The Department of Administration processes the submission and pays the \$8,000 to the village, leaving \$12,000 in the village’s allocation. In the September period, the village submits another \$7,000 in eligible expenditures. They are again processed and reimbursed, and the village has \$5,000 left in its balance for expenditures reported in the November period.

## **1.2. When will the expense reporter be available? What information will it require?**

The expense reporter is the online portal for local governments to itemize and submit their expenditures for reimbursement from the Program. It will be available on [the Program site](#) in mid- to late-June.

For each expenditure, the expense reporter will ask local governments to identify the amount of the expenditure, the date it was paid, which local department or agency paid it (e.g., street department, fire department, etc.), who received the payment, the cost category (from a drop-down menu), and the COVID-19-related nature of the expense. Example entries will be provided within the expense reporter.

## **1.3. The Program allocates funds to cover expenses of counties, cities, villages, and towns. Should they submit expenses on behalf of their sub-units or departments?**

Yes. Departments, offices, and other sub-units of local governments cannot directly submit expenses for reimbursement from the Program, but their expenses can be reported by their local governments in the submission process described in § 1.1. The expense reporter includes a field for the local government to indicate the local department or sub-unit that incurred the eligible cost.

Reimbursement payments will be made directly to local governments, which are responsible for allocating reimbursements among the appropriate local departments or other sub-units that incurred the expenses.

## **1.4. Can a local government wait until a later reporting period to submit an earlier expense?**

Yes. An expenditure can be reported during any of the three reporting periods, so long as it is eligible for reimbursement and it wasn't previously reimbursed. The general eligibility requirements, including the requirement that the expenditures must have incurred from March 1 through November 6, 2020, as described in §§ 2.1 to 2.7 below.

## **1.5. Can a local government transfer all or part of its allocation balance to another local government?**

Yes, a local government can transfer all or part of its allocation balance to another local government (or to the state) using the expense reporter, so long as the transfer is made before the receiving government submits its expense report for the final November reporting period.

## 1.6. If a local government receives services from another local government, how should they make claims?

The local government that pays the expense in the first instance should be the one to submit the expense in the expense reporter. For example, a county government may provide first-responder services to several towns within its jurisdiction, and it may have incurred eligible expenditures for personal protective equipment. The county can submit those expenses for reimbursement through this Program. The county and towns may wish to coordinate transfers of allocation balances to ensure that the local government incurring the eligible expenditures has a sufficient balance to obtain reimbursement for them through this Program.

## 1.7. What happens if a local government's eligible expenses are less than its allocation? Can the last reporting period be extended?

The November reporting period cannot be extended, because the state forfeits to the federal government any Program funds still unspent by the end of the year. Any unused balances remaining after the November reporting period will be reallocated by the state for other eligible uses before the year-end federal deadline.

## EXPENSES: GENERAL ELIGIBILITY REQUIREMENTS

### 2.1. What are the federal restrictions on the use of the funds?

The CARES Act imposes four primary limitations on the use of the funds. They may only be used to reimburse **(1) government expenditures that were (2) unbudgeted, (3) necessary to respond to the COVID-19 public health emergency, and (4) incurred on or after March 1, 2020.** The Program is making these funds available for eligible expenditures incurred from March 1 through November 6, 2020.

The U.S. Treasury Department has provided [guidance](#) and [FAQ responses](#) on eligible uses of the funds, and it has continued to revise those responses on a rolling basis. Note that certain uses authorized in the federal guidance are not authorized for this program due to administrative non-feasibility (see § 2.7).

### 2.2. Can these funds be used to replace lost revenues?

No. **Under federal law, these funds may only be used to reimburse expenditures—not to make up for lower revenues.** They can't be used to cover reductions in local tax revenues, the cancellation of revenue-generating events and programs, or other shortfalls in governmental revenues, even if those shortfalls are attributable to COVID-19.

For similar reasons, **local governments can't seek reimbursement of costs that were paid or reimbursed from other federal, state, or third-party funding sources.** For example,

some local governments receive block grants from the U.S. Department of Housing and Urban Development. If they use HUD grants to pay for temporary isolation housing, then they can't "double bill" by reimbursing those same costs through this Program.

### **2.3. What does it mean for an expense to be "unbudgeted"?**

The CARES Act only permits reimbursement of expenses that "were not accounted for" in the last budget a local government approved prior to March 27, 2020 (the date the CARES Act was enacted). That requirement ensures that states and local governments use these funds for unanticipated expenditures, rather than ones they planned to make regardless of the COVID-19 public health emergency. For example, routine costs for cleaning services for public buildings are not eligible for reimbursement because they were anticipated in the local government's pre-emergency budget. But new services or additional supplies needed to mitigate COVID-19 risks would be eligible.

### **2.4. What does it mean for an expenditure to be "necessary to respond to the COVID-19 public health emergency"?**

CARES Act funding may only be used to cover "necessary expenditures incurred due to the public health emergency." Federal guidelines defer to the reasonable judgment of local officials in deciding what public health expenditures are necessary and appropriate for the COVID-19 public health response in their communities. Expenditures that were not made in response to the COVID-19 public health emergency, or that include improvements or other expenditures beyond what can reasonably be considered necessary to address COVID-19-related issues, are not eligible.

### **2.5. When is an expenditure "incurred"?**

Under federal guidance, an expense is not incurred until "the responsible unit of government has expended funds to cover the cost." For that reason, expenditures cannot be submitted for reimbursement until after they've been paid. For recurring expenses, each installment payment should be entered separately in the expense reporter.

### **2.6. Why does the Program only cover expenditures incurred between March 1 and November 6, 2020?**

Under the CARES Act, these funds can only be used for expenditures incurred on or after March 1, and the state must return to the federal government any funds still unspent by the end of the year. The November reporting deadline ensures that any unneeded allocation balances can be redeployed to cover other eligible costs within the state rather than being forfeited to the federal government.

## 2.7. If funds aren't needed for a local government's own response efforts, can it use them to create its own grant or loan programs for local businesses?

No. Federal law requires the Department of Administration to maintain internal controls and provide reporting for sub-awards of these funds. The Department can meet those obligations for the 1,800-plus local governments that received allocations under this Program, but it can't feasibly oversee internal controls and reporting for a multiplicity of local sub-programs making further sub-awards of the funds. Therefore, even though the CARES Act authorizes grants to businesses as a general matter, this Program does not authorize local governments to use these funds to create sub-award programs of their own.

There are some available statewide programs that use CARES Act funds to provide relief for local business communities, however. The Wisconsin Economic Development Corporation is making \$75 million in grants to small businesses. The Department of Agriculture, Trade and Consumer Protection is administering \$50 million in aid to Wisconsin farmers. The Department of Health Services is providing \$100 million in relief to home- and community-based service providers, nursing homes and assisted living facilities, and emergency medical services providers and \$10 million to health clinics. Each of these programs provides direct financial assistance in sectors of the Wisconsin economy that have been especially harmed by the economic consequences of the pandemic.

## CATEGORIES OF ELIGIBLE EXPENDITURES FOR EXPENSE REPORTING

### 3.1. What categories of eligible expenditures appear in the expense reporter?

For reporting and compliance purposes, the expense reporter will have a drop-down menu for local governments to select the appropriate category for each eligible expenditure. Available categories are as follows:

- Emergency operation activities and services related to public health, emergency services, and public safety response
- Paid leave for public health and safety employees to take COVID-19 precautions
- Increased workers compensation costs due to COVID-19
- Medical and protective services and equipment, including PPE
- Testing and contact tracing costs above those covered by existing State programs
- Temporary isolation housing for infected or at-risk individuals
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities
- Purchases of services or equipment to facilitate telework by public employees
- Meeting local match requirements for expenses submitted for reimbursement by FEMA

These categories are provided for reporting and tracking purposes. All expenditures, regardless of category, must meet the General Eligibility Requirements described in §§ 2.1 to 2.7 above.

### **3.2. Can I include COVID-19-related expenses not mentioned in the categories or category descriptions below?**

Yes. *If an expenditure meets the General Eligibility Requirements, then it can be included in the expense reporter even if it is not expressly mentioned in this document.* Local governments should use their reasonable judgment, choose the most applicable category for the expenditure, and provide enough description in the expense reporter for outside reviewers to understand how the public health emergency necessitated the expense.

### **3.3. What is included in the category for “emergency operation activities and services related to public health, emergency services, and public safety response”?**

This is a broad category meant to include a wide manner of unanticipated expenditures attributable to the public health emergency, so long as they meet the General Eligibility Requirements described in §§ 2.1 to 2.7 above. It covers unbudgeted expenditures for public health and safety measures undertaken in response to COVID-19, including costs incurred in activating emergency operations centers, carrying out state or local public health orders (such as Safer-at-Home), providing emergency medical transportation or other medical response for COVID-19 cases, and other direct, unbudgeted response costs incurred to maintain public health and safety in the face of this pandemic.

This category includes those payroll expenses described in the next response.

### **3.4. Are payroll expenses (including overtime and hazard pay) for employees dedicated to COVID-19 response activities eligible for reimbursement as emergency operation activities and services?**

Yes, but only for “public safety, public health, health care, human services, and similar employees.” Federal guidance presumes that employees in these types of roles are performing services that are substantially dedicated to COVID-19 mitigation and response efforts, unless specific circumstances indicate otherwise. If specific circumstances known to the local government indicate that those employees’ work duties were not substantially dedicated to mitigating or responding to the public health emergency, then their payroll expenses are not eligible for reimbursement.

Even though many other categories of government employees are working long hours on issues relating to the public health emergency, current federal guidance does not authorize reimbursement of their payroll costs. Only expenses incurred for COVID-19-related work of

employees performing public safety, public health, health care, human services, and similar roles can be claimed on the expense reporter. Payroll expenses for employees from other departments or divisions who were temporarily redeployed to assist in those roles are eligible for reimbursement, provided (1) the reimbursement is only sought for work hours substantially dedicated to COVID-19 mitigation and response, and (2) the redeployment is documented and acknowledged by the relevant supervisor. Local governments should note the re-deployment when describing the nature of the expense in the expense reporter.

### **3.5. Which employees qualify as “public safety, public health, health care, human services, and similar employees”?**

Federal guidance doesn't say. To reduce later audit risk, in the expense reporter local governments should include only those payroll expenses of employees whose job titles or departments squarely fit the description of public safety, public health, health care, or human services, or who were temporarily redeployed to those roles to meet the needs of the public health emergency. If it's questionable whether an employee's position or department fits that characterization, then that employee's payroll expenses shouldn't be claimed in the expense reporter.

### **3.6 What qualifies as “hazard pay”?**

Federal guidance defines hazard pay as “additional pay for performing hazardous duty or work involving physical hardship” due to COVID-19.

### **3.7. Are legal expenses for addressing public health orders and other COVID-19-related issues eligible for reimbursement as emergency operation activities?**

Yes, but only for added expenditures for legal services from outside counsel. Because in-house government attorneys are not “public safety, public health, health care, human services, or similar employees,” overtime paid to them is not eligible for reimbursement under current federal guidance, even if unbudgeted.

### **3.8. What is included in the category for “paid leave for public health and safety employees to take COVID-19 precautions”?**

This category covers the costs of providing public safety, public health, health care, human services, or similar employees with paid sick or family/medical leave (or other types of leave used in lieu thereof) when taken to enable their compliance with public health precautions. This can include leave needed for direct precautions—such as isolation after a known exposure—or compliance with general public health orders, such as childcare obligations due to precautionary school closures.

### **3.9. What is included in the category for “increased workers compensation costs to the local government due to COVID-19”?**

This category covers any increase in the government’s costs for workers compensation due to COVID-19. This category applies to increased workers compensation costs across the local government’s workforce; for this category federal guidance does not require local governments to delineate between types of public employees. Note that, to be eligible for reimbursement, any increase in workers compensation costs must be attributable to the COVID-19 public health emergency.

### **3.10. What is included in the category for “purchases of medical and protective equipment and services, including PPE”?**

This category covers expenditures for the purchase of additional COVID-19 response supplies and services, including masks and other PPE, for public health and safety measures in connection with the COVID-19 public health emergency. Medical and protective equipment can be distributed to private clinics and providers to meet public health needs in the community.

### **3.11. What is included in the category for “temporary isolation housing for infected or at-risk individuals”?**

This category covers expenditures for temporarily housing infected, exposed, or at-risk individuals who do not need hospitalization but cannot safely isolate at home. Isolation sites or room-rental programs are generally operated with the involvement of local health departments, which can provide wellness checks and seek medical attention for infected individuals whose symptoms worsen.

It is important for counties and cities to check whether their local health departments have incurred isolation and quarantine expenses, because the prior means of funding them are now unavailable. During the duration of the Governor’s declared public health emergency, local health departments’ isolation and quarantine expenses could be reimbursed by the Department of Health Services under an existing state statute. But the Governor’s declaration expired on May 12, and the state statute is no longer applicable. This Program provides a replacement mechanism for local health departments to cover those expenses as this pandemic persists.

### **3.12. What is included in the category for “testing and contact tracing costs above those covered by existing State programs”?**

The state programs described in § 5.1 are meant to cover a broad range of costs associated with local diagnostic testing and contact tracing, but gaps or excess costs may remain. This category is intended to fill any gaps in local government funding for community testing and contact tracing.

This category may also include testing for possible symptoms of the disease, such as temperature screenings at congregate settings, to the extent local officials deem them reasonably necessary.

### **3.13. What is included in the category for “cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities”?**

This category covers expenditures for cleaning, disinfecting, and mitigating the risk of COVID-19 in public areas and government buildings. It includes the purchase of sanitizers and other cleaning products; additional cleaning services; sneeze guards or other shields to reduce opportunities for transmission; UV or other equipment for disinfection of government facilities; building modifications to enable COVID-19 health precautions, such as installing sanitizer stations or touchless soap/towel dispensers; and other expenses incurred to protect the public health and reduce the risks of transmission in public areas and facilities, so long as the local government determines that those efforts are reasonably necessary due to the public health emergency.

For cleaning and related costs that were budgeted at a certain level but increased due to COVID-19, include only the unbudgeted increase in the expense reporter. The budgeted portion is not eligible for reimbursement under the CARES Act. (See § 2.3.)

### **3.14. Are COVID-19-related expenses for elections administration eligible for reimbursement through this Program as “cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities”?**

Yes, but other opportunities to fund those costs are also available through the Wisconsin Elections Commission (WEC). (See § 5.1 below.) To stretch their allocations further, municipalities are advised to first seek funding for eligible election administration costs through the WEC program. Election-related expenditures that are not otherwise reimbursed by WEC or other sources may be submitted for reimbursement from this program if they meet the General Eligibility Requirements in §§ 2.1 to 2.7 above.

### **3.14. What are eligible expenses for “purchases of services or equipment to facilitate telework by public employees”?**

This category covers expenditures to enable public employees to perform work duties from home. This can include additional licensing costs, subscriptions, or fees; device purchases or leases; IT contractor costs; and other unbudgeted expenditures that were necessarily incurred to accommodate telework by public employees during the public health emergency.

Bear in mind that expenses that were already anticipated in pre-pandemic budgets are not eligible for reimbursement under the CARES Act; only unanticipated costs beyond those budgeted can be reimbursed. (See § 2.3.) When entering expenses in this category, local

governments should check the budget and take care to enter only those expenses (or portions thereof) that are eligible.

### **3.15. What are eligible expenses for “meeting local match requirements for expenses submitted for reimbursement by FEMA”?**

Local governments are eligible to apply for public assistance grants from the Federal Emergency Management Agency to cover a broad range of COVID-19 response costs. FEMA will reimburse 75 percent of eligible costs for local governments, while state law permits Wisconsin Emergency Management (WEM) to cover up to 12.5 percent. That leaves the local government responsible for the remaining 12.5 percent local match.

The White House has authorized the use of CARES Act funds to cover that local match. The drop-down menu of categories in the expense reporter will include an option for a local government to indicate whether it will be seeking FEMA public assistance to help cover a given expense. If it chooses that category, then only the 12.5 percent local match will be deducted from the allocation and reimbursed. ***If you are planning to seek FEMA public assistance to cover a portion of an eligible expenditure, you must choose this category when entering it in the expense reporter.*** Otherwise the expense may be reimbursed in full by this Program, which would render it ineligible for FEMA reimbursement.

Note that CARES Act funds may only be used to cover the FEMA local match for expenses that meet the General Eligibility Requirements described in §§ 2.1 to 2.7 above.

### **3.16. How do local governments apply for FEMA public assistance grants?**

FEMA provides public assistance grants to reimburse costs of emergency protective measures undertaken by local governments in response to COVID-19. FEMA has created a [simplified public assistance grant application](#) for this pandemic and a [resource page](#) detailing various COVID-19 response activities that may be eligible for public assistance.

Wisconsin Emergency Management (WEM) is available to assist local governments with the FEMA application process. [The WEM website](#) includes a [webinar briefing for local applicants, guidance on applying for FEMA public assistance grants](#). Local governments can [email WEM](#) with questions about applying for FEMA public assistance grants.

## **ADMINISTRATIVE REQUIREMENTS**

### **4.1. Will expenses and reimbursements be subject to public disclosure and audit?**

Yes. Expense reporter submissions and reimbursements are public records. The Department of Administration will review expense reporter entries after they are submitted and will audit

random samples of submissions. Reimbursed expenses may also be subject to audit by other agencies, including the U.S. Treasury Department. The Inspector General of the U.S. Treasury Department has the right to recoup the amount of any reimbursed expenditures that fall outside the CARES Act requirements.

#### **4.2. What are the recordkeeping requirements?**

Federal guidance requires governments to keep records sufficient to show that their reported expenses meet the eligibility requirements for use of these CARES Act funds.

In this Program, local governments create one such record in the expense reporter. The expense reporter asks the local government to provide the who/what/when for each expense, its eligible category, and its COVID-19-related nature, such as “160 N95 masks for EMS crews.” Once submitted with the required certifications (see § 4.4), a local government’s expense reporter entries are records sufficient to make a threshold showing that its expenses meet the eligibility requirements of the CARES Act.

Local governments must have back-up documentation for their expenditures, as well, but that supporting documentation is not submitted through the expense reporter. Local governments must retain it and provide it upon request of the Department of Administration or its authorized representatives, independent auditors, or the Inspector General of U.S Treasury Department.

#### **4.3. What types of back-up documentation should be retained?**

A local government should keep back-up documentation to support the information it enters in the expense reporter. That includes:

- **Records of the expense itself**, such an invoice, purchase order, payroll or other accounting record, or any other documentation showing the amount of the expense, how and when it was paid, and to whom.
- **Records of the nature or purpose of the expense**, such as an employment record showing eligible reasons for leave or overtime, contracts or change orders describing COVID-19-related services, reports of departments or officials or board or council meeting minutes relating to the expense, email acknowledgments of the purposes, or any other documentation showing that the local government incurred the expense due to the public health emergency.
- **A copy of the local’s government’s last approved budget prior to March 27, 2020** (the date the CARES Act was enacted).

#### **4.4. Is a local government required to make any certifications when it submits its eligible expenditures for reimbursement?**

Yes. When making a submission of expenditures during a reporting period, a local government will be required to certify that those expenditures were unanticipated costs not accounted for in

the entity's last-approved budget prior to March 27, 2020; that they were, in the reasonable judgment of the public officials responsible for incurring them, reasonably necessary to the COVID-19 public health emergency; and that they meet the other federal eligibility requirements described in this document. If a local government submits an expenditure that fails to meet these requirements and results in funds being recouped by the federal government, the local government may be required to repay the amount received for that expenditure. The certifications and terms will be available for review on [the Program site](#) prior to the first reporting period.

#### **4.5. Do reimbursements from this Program count toward the federal single-audit threshold?**

Yes. Federal guidance has stated that CARES Act funds provided to local governments qualify as federal assistance for purposes of the Single Audit Act and 2 C.F.R. part 200, subpart f. They count toward the \$750,000 expenditure threshold for triggering federal single-audit requirements.

#### **4.6. What is the Catalog of Federal Domestic Assistance (CFDA) number assigned to these funds?**

The CFDA number assigned to these funds is 21.019.

#### **4.7. What procurement standards apply?**

Expenditures submitted by a local government must comply with its own local procurement processes and standards.

## **ADDITIONAL RESOURCES**

#### **5.1. Is this the only state-run program to aid local governments with COVID-19 response costs?**

No. This Program is one of several that uses federal funds to provide resources to Wisconsin's local governments for COVID-19 response efforts, including:

- **PPE distribution.** The state continues to make bulk purchases of personal protection equipment for distribution to health and safety workers, including those employed by local governments. Local governments should communicate PPE needs through their [county emergency managers](#).
- **Testing supplies and services.** The state continues to make testing supplies and services available at no charge to approved medical providers, including local health departments. They can be requested [here](#). Grants will soon be made available to reimburse specimen collection costs, as well.

- **Contact tracing and local health preparedness and coordination.** The state is making additional funds available to tribal and local health departments to aid their efforts to expand contact tracing, local testing coordination, and preparedness planning. [Further details](#) are available from the Wisconsin Department of Health Services.
- **Elections administration.** The Wisconsin Elections Commission is [making funding available to municipalities](#) to help cover additional elections administration costs incurred due to COVID-19. The expenditure deadline for this funding under the WEC program is later than the deadline for this Program, so the WEC program is especially helpful for covering additional costs relating to this November's election.

The FEMA public assistance program (see § 3.16) and Wisconsin's business, farming, and provider assistance programs (see § 2.7) are also available to help local communities, and further programs may be added to address localized outbreaks or other public health needs as this pandemic continues.

This Program is meant to supplement these other efforts, not supplant them. Local governments should make full use of those other programs to help cover their COVID-19 response costs.

## 5.2. What other resources are available?

The [Program website](#) is the home for official Program materials and the expense reporter. The Program will also provide updates by email; to be added to the list-serve, send a blank message to [subscribe-covidgovgrant@lists.wi.gov](mailto:subscribe-covidgovgrant@lists.wi.gov). Questions can be emailed to [covidgovgrant@wisconsin.gov](mailto:covidgovgrant@wisconsin.gov).