



MARION COUNTY encourages all citizens of the county to attend Board of Supervisors' meetings. Board of Supervisors' chambers are handicapped accessible and county staff members are available to provide assistance. If you are hearing impaired, vision impaired, or a person with limited English proficiency and require an interpreter or reader, please contact us by noon on the business day prior to scheduled meetings to arrange for assistance (641 828-2231). TTY telephone service is available for the hearing impaired through Relay Iowa (800-735-2942). For questions about ADA compliance or related issues, contact Steve Edwards (641-828-2213 or 641-891-8225).



**The following information is available for participating in the meeting electronically.**

**If you wish to participate see instruction below:**

- All participants will be muted upon entering the meeting
- Participants are asked to use the chat feature to let the meeting controller know that they would like to address the Board, either during the open comments segment or if attending the meeting to address the Board for a specific agenda item.

Marion County is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81145862613?pwd=RFdEbWlhRys4QTBFOWpRNXAwd2l5QT09>

Meeting ID: 811 4586 2613

Passcode: 910846



# **MARION COUNTY BOARD OF SUPERVISORS REGULAR AGENDA**

**3014 E Main St, Knoxville, Iowa**

**January 10, 2023 9:00 A.M.**



# I. CALL TO ORDER AND ROLL CALL

Mark Raymie\_\_\_\_\_

Steve McCombs\_\_\_\_\_

Kisha Jahner\_\_\_\_\_



## II. AGENDA

### 1. January 10, 2023 Regular Session Agenda



### III. COMMUNICATION



## IV. PUBLIC COMMENTS:

This is the portion of our agenda during which we hear any public comment about any item NOT on the agenda below. If you are here to be heard on an agenda item, please wait for that item's discussion portion of the agenda to make your comment about the item. Thank you.





## V. CONSENT AGENDA:

(All items listed under the consent agenda will be enacted by one motion.)

1. Marion County Claims through 1/10/2023.
2. Marion County Board of Supervisor Regular Session Minutes: 12/27/2022
3. Marion County Board of Supervisor Organizational Meeting Minutes:  
1/3/2023
4. Marion County employee salary adjustments. Complete list available in the Human Resource Office.



## VI. BUSINESS:

### 1. Discussion/action:

Marion County Librarians' FY24 Funding Request



# MARION COUNTY LIBRARIES

Proud to serve **MARION**  
COUNTY  
IOWA

The logo for Marion County, Iowa, is a circular emblem. It features a stylized leaf or drop shape at the top. The words "MARION" and "COUNTY" are written in a bold, sans-serif font, with "MARION" on the top line and "COUNTY" on the bottom line. The word "IOWA" is written in a smaller, sans-serif font at the very bottom of the circle. The entire logo is white and set against a teal background.

# BUSSEY COMMUNITY LIBRARY

## SUMMER READING PROGRAM

- BLANK PARK ZOO
- BEE KEEPING
- CAMPFIRE STORIES  
& S'MORES
- SCAVENGER HUNT



## ADULT SERVICES

- BAKE SALE
- KNITTING & CROCHET GROUP
- MARION COUNTY  
COMMUNITY READ

## YOUTH HIGHLIGHTS

- BOOK CLUB FOR  
4TH - 6TH GRADERS
- BOOK GIVEAWAY
- SIDEWALK CHALKING
- CRAFT CLASS



AS THE COVID-19 PANDEMIC  
SLOWED, WE LOOKED AT OUR  
LIBRARY AS A SACRED SPACE.

A SPACE TO GROW AND FIND  
COMMUNITY ONCE AGAIN.

WE SERVED OUR NEIGHBORHOOD  
AND THOSE CLOSE TO US WITH  
INFORMATION AND EVENTS  
GEARED TOWARD EVERY AGE.

AS WE CONTINUE ON INTO  
FY2022-2023, WE  
REMEMBER OUR  
ACHIEVEMENTS AND SET  
OUR GOALS ACCORDINGLY.

REACHING MORE,  
SUPPLYING MORE, AND  
PROVIDING A STABLE  
FOUNDATION FOR  
COMMUNITY GROWTH.

# KNOXVILLE PUBLIC LIBRARY

## SUMMER READING PROGRAM



## LOCAL ARTIST EXHIBITS



## LEGO DAYS



YEAR IN REVIEW  
8,438 registered cardholders

220 programs for all ages

22,097 visits to the Library

40,007 physical items to borrow

138,638 electronic items

## AUTHOR TALK



*The Devil has my  
Consent: the True  
Story of the Salem  
Witch Trials*

Wednesday, Oct. 26 @ 1:30pm

\* 213 E. Montgomery St. \* 641-828-0585 \*

Knoxville Public Library: Connecting People, Places & Ideas

## STATE HISTORICAL SOCIETY OF IOWA







## SUCCESS

The Melcher-Dallas Library just celebrated 5 years in the "neW" building!

We are enjoying Welcoming many neW families to our school district .



## PROJECTS

This summer We provided take and make activities for families. Dioramas and miniature gardens Were the favorites!



## IN PROGRESS

We continue to have our festival of trees and We're looking forWard to a great event this year.

Please join us!

Additionally, We plan to start a neW book club and join With the other County Libraries to host a 1 Book: 1 County event.



## RESULTS

In the last year We have added some preschool items: a puppet theater, Wooden toWn With road, and a draWing easel.

So many happy youngsters!

## CHALLENGES

What a strange last couple of years it's been!

Despite this, With your support, everyone in our community has a richer, more educational experience at their public library.

# PELLA PUBLIC LIBRARY



COMPLETED

SUMMER LIBRARY PROGRAM:  
READ BEYOND THE BEATEN PATH

RFID TRANSITION

NEW STRATEGIC PLAN

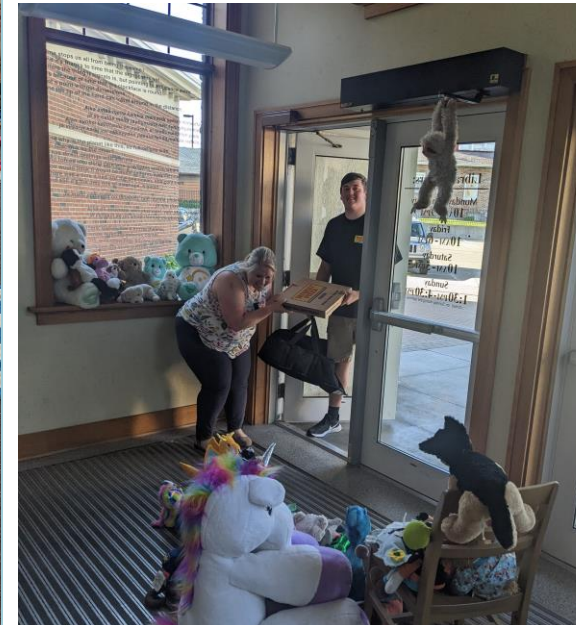


## HIGHLIGHTS

WRITING WORKSHOPS

TAKE & MAKE  
PROJECTS  
FOR ALL AGES

CAKE & BAKE TAKE & MAKE



## OUR MISSION:

PELLA PUBLIC LIBRARY  
ENRICHES OUR COMMUNITY BY  
WELCOMING, CREATING, AND  
NURTURING CURIOUS MINDS  
AND LIFELONG LEARNING.



# WEBB SHADLE PUBLIC LIBRARY



COMMUNITY GARDEN

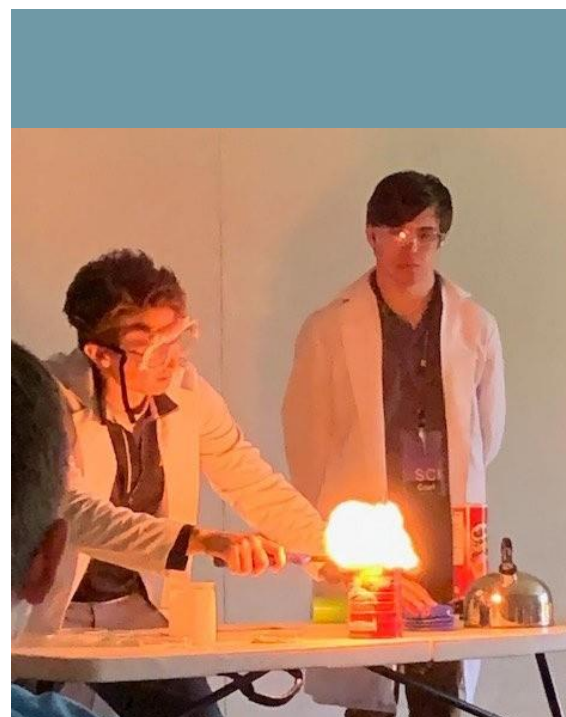


TRANSITIONS



WHAT'S NEW AT THE LIBRARY?

FURNACE AND AC UNITS  
ADVENTURE PASS PROGRAM  
BOOKS TO BORROW



SUMMER LIBRARY  
PROGRAM





# FY20/21 RURAL CIRCULATION

Bussey Community Library



Knoxville Public Library



Melcher-Dallas Public Library



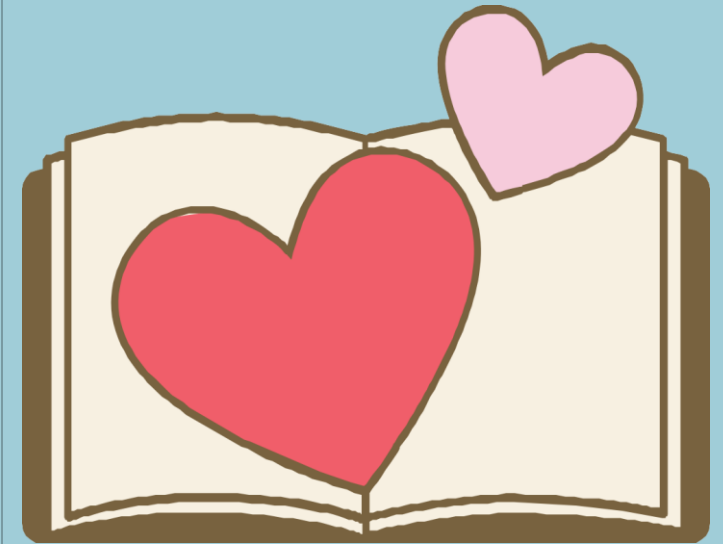
Pella Public Library



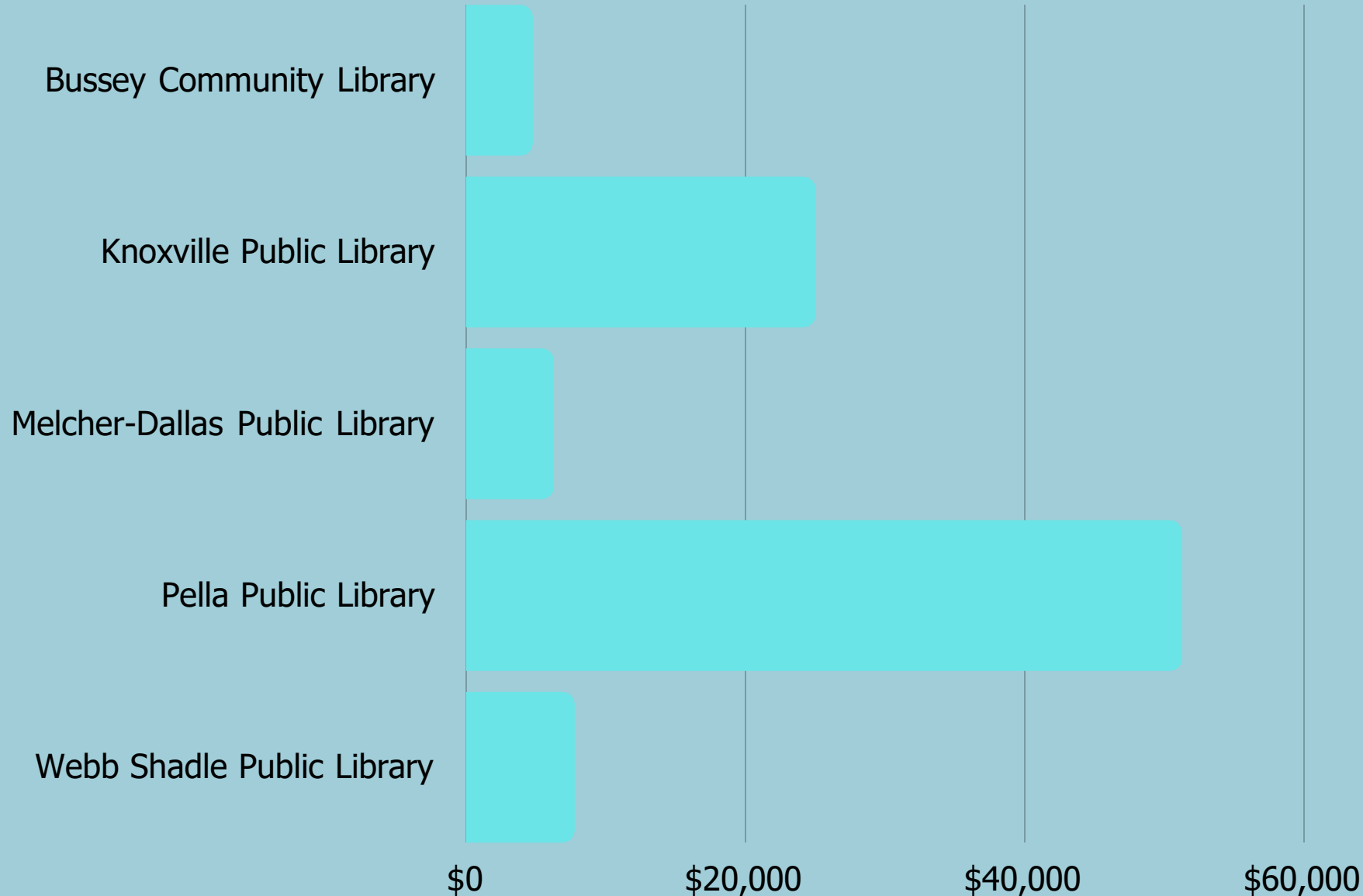
Webb Shadle Public Library



0 10,000 20,000 30,000 40,000



# FY20/21 COUNTY FUNDING



# EQUITABLE FUNDING

IN FY 20/21 THE MARION  
COUNTY LIBRARIES  
LOANED 48,461 ITEMS  
TO RURAL RESIDENTS OF  
THE COUNTY.

BUT WHAT WERE THE  
CIRCULATION RATES  
PER LIBRARY?

BUSSEY PUBLIC LIBRARY  
379 ITEMS  
OR 1%

KNOXVILLE PUBLIC LIBRARY  
15,245 ITEMS  
OR 31.5%

MELCHER-DALLAS  
PUBLIC LIBRARY  
1041 ITEMS  
OR 2%

PELLA PUBLIC LIBRARY  
30,304 ITEMS  
OR 62.5%

WEBB SHADLE PUBLIC LIBRARY  
1492 ITEMS  
OR 3%

OF THE \$95,000 ALLOCATED BY THE COUNTY TO  
THE MARION COUNTY LIBRARIES,  
HOW MUCH DID EACH LIBRARY RECEIVE?

BUSSEY PUBLIC LIBRARY  
\$15,000  
OR 16%

KNOXVILLE PUBLIC LIBRARY  
\$20,000  
OR 21%

MELCHER-DALLAS  
PUBLIC LIBRARY  
\$15,000  
OR 16%

PELLA PUBLIC LIBRARY  
\$30,000  
OR 31%

WEBB SHADLE PUBLIC LIBRARY  
\$15,000  
OR 16%

**2 3 / 2 4**  
**FUNDING**  
**REQUEST**

**THE LIBRARIES OF MARION COUNTY REQUEST  
A FUNDING LEVEL OF \$100,000 IN FY2023/24,  
AN INCREASE OF \$5,000 OVER FY2022/23 .**

**FUNDING NEEDS TO BE ALLOCATED  
EQUITABLY BASED UPON A CLEAR  
MATRIX.**

**THE LIBRARIES OF MARION COUNTY  
REQUEST THAT, EACH LIBRARY RECEIVE  
A BASE PAYMENT OF \$5,000.**

**AND THAT THE REMAINDER OF THE  
ALLOCATION BE DIVIDED AMONG THE  
LIBRARIES BASED ON THE PREVIOUS  
YEAR'S CHECKOUTS TO RURAL COUNTY  
RESIDENTS.**

# HOW ARE IOWA'S LIBRARIES FUNDED?

The majority of Iowa libraries use a distribution model similar to that traditionally used in Marion County .

Distribution of funds based upon circulation to rural County residents offers equitable funding to all libraries.

Service to patrons should be considered when determining funding distribution models.

**THE  
MARION  
COUNTY  
LIBRARIANS  
BELIEVE:**

**THAT EVERY  
COMMUNITY  
DESERVES WELL  
FUNDED COMMUNITY  
SERVICES,  
INCLUDING PUBLIC  
LIBRARIES**

**THAT MARION  
COUNTY IS A  
PLACE TO LIVE,  
GROW, AND  
THRIVE**

**LIBRARIES  
BRING  
VALUE**

**THAT, AS COLLEAGUES, IT IS  
IMPORTANT THAT WE SUPPORT  
EACH OTHER AND THE WORK THAT  
WE ALL DO FOR THE RESIDENTS OF  
RURAL MARION COUNTY**

**THAT  
LITERACY  
REMAINS THE  
BEST  
PATHWAY FOR  
LIFELONG  
SUCCESS**

**THAT EVERY  
PUBLIC  
LIBRARY  
MAKES A  
POSITIVE  
IMPACT ON  
THEIR  
COMMUNITY**

WE THANK YOU!  
FOR YOUR  
ONGOING  
SUPPORT OF  
THE MARION  
COUNTY  
LIBRARIES.



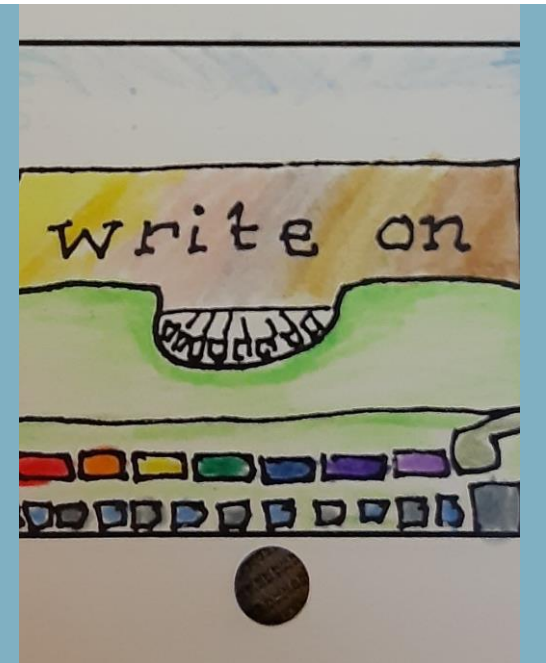
SUPPORTING THE  
NEEDS OF ALL  
RESIDENTS OF  
MARION COUNTY

VISIT ANY OF YOUR  
MARION COUNTY PUBLIC  
LIBRARIES IN PERSON  
OR ONLINE.

WE'RE HERE FOR YOU!

PROVIDING  
INFORMATION IN  
ALL ITS FORMS.

THERE'S  
SOMETHING FOR  
EVERYONE AT THE  
PUBLIC LIBRARY!



## 2. Discussion/action:

Receive and File FY24 Marion County Compensation Board  
Minutes/Recommendation





**Marion County Compensation Board  
Minutes of Meeting Held  
December 7, 2022  
3:30 P.M.  
Knoxville Hospital Learning Center**

**Article I.** Chairman Todd Chambers called the meeting to order with the following members present:

Kevin Kincaid representing the Sheriff's office  
Todd Chambers representing the County Attorney's office  
Cindi Fuller representing the Recorder's office  
Roger DeWaard representing the Auditor's office  
Denise Emal representing the Treasurer's office  
Bill Shepherd and Lyle VanderMeiden representing the board of supervisors

**Article II.** Discussions opened with comments on the local economy. Roger questioned if the cost of living is going to stabilize or keep going up. He stated that he is not seeing the same jump in wages as the previous year, and it seems less people are changing jobs. Roger went on to say that he is still seeing some sizable wage increases but also a lot more 1-time bonuses.

Lyle stated that he still believes the economy is unstable and thinks wage increases have slowed.

Kevin discussed the healthcare industry as it relates to wage growth. He said there is still double-digit wage growth in many areas. Kevin added that the definition of what is fair is difficult and he sticks with what the market says.

Todd said that he is still seeing 5-10% increases. He also stated that it is a difficult task to determine wage increases that will take place in 6 months as the economy could change substantially.

Denise mentioned that the workloads of our elected officials are not decreasing, and the salaries need to stay competitive. She said that it has been difficult for some of the offices to hire and mentioned that there are non-elected employees making more than elected officials.

Bill Shepherd stated that the county pays 9.6 million in wages and if everyone received an 8.3% increase that would cost the county roughly \$800,000 to stay even. So far this year the county has increased revenue by \$200,000 due to tax assessment increases. To pay for the wage growth the county would have to increase taxes or cut the budget in other areas. He mentioned that the elected officials only make up 6% of the total payroll and that all employees are valuable.

Cindi said that there are a lot of unknowns in the economy still. Paying enough to keep talent is a big challenge.

The group then began to discuss the positions and wage comparisons. Todd started with discussing the position of county attorney. A similar role at the state level would start out

roughly \$19,000 more than our current wage. Denise followed with comments that our treasurer's office has \$93 million per year go through it and we need qualified trustworthy people. We need to have a salary to get someone if our elected official were to leave. Mr. Kincaid discussed how the sheriff's situation is different due the Back the Blue law. He stated that this was the largest discussion from last year. The statute requires that we recommend a wage similar to other jobs with similar populations such as a chief of police in a town of 33,000. He said that we went halfway last year and need to make the recommendation. There was discussion if this is a suggestion or law. Todd read the code which is below:

331.907 Compensation schedule — preparation and adoption. 1. The annual compensation of the auditor, treasurer, recorder, sheriff, county attorney, and supervisors shall be determined as provided in this section. The county compensation board annually shall review the compensation paid to comparable officers in other counties of this state, other states, private enterprise, and the federal government. In setting the salary of the county sheriff, the county compensation board shall set the sheriff's salary so that it is comparable to salaries paid to professional law enforcement administrators and command officers of the state patrol, the division of criminal investigation of the department of public safety, and city police chiefs employed by cities of similar population to the population of the county. The county compensation board shall prepare a compensation schedule for the elective county officers for the succeeding fiscal year. A recommended compensation schedule requires a majority vote of the membership of the county compensation board.

Mr. Vander Meiden said that he is in favor of law enforcement but has concerns over balancing the budget.

Kevin went on to add that we gave the sheriff 17.47% increase in 2021 and using an average of 3 cities similar in size to Marion County we need to get another 18% to comply with the law.

**Article III.** Roger made a motion to use the spreadsheet provided and adjust everyone based on the 3.5% increase formula. Denise seconded the motion. There was further discussion and Kevin stated that he did not feel that would be compliant with the law. Roger amended the motion to follow the formula using the 3.5% increase column except for the sheriff being 18% total increase. Kevin seconded the motion. Lyle stated that every department is just as good, and he would like to see all raises be equal. Kevin commented that we are following the market and following the law with the recommendation.

Roll call vote: Roger- aye, Lyle- nay, Kevin – aye, Denise- aye, Bill- aye, Cindi- aye, Todd- aye. Motion carried 6-1. The table is below:

Office	Present Salary	Salary at 21st Rank	Variance	% Variance	CPI	Salary Increase	% Total	Recommended Salary	Dollar Increase
Supervisors	\$42,158.00	\$42,158.00	\$0.00	0.00%	8.30%	3.50%	11.80%	\$47,132.64	\$4,974.64
Attorney	\$136,997.00	\$129,852.00	(\$7,145.00)	-5.22%	8.30%	3.50%	6.58%	\$146,017.65	\$9,020.65
Auditor	\$84,289.00	\$80,715.00	(\$3,574.00)	-4.24%	8.30%	3.50%	7.56%	\$90,661.10	\$6,372.10
Recorder	\$80,893.00	\$78,790.00	(\$2,103.00)	-2.60%	8.30%	3.50%	9.20%	\$88,335.37	\$7,442.37
Sheriff	\$120,511.00	\$120,511.00	\$0.00	0.00%	0.00%	0.00%	18.00%	\$142,202.98	\$21,691.98
Treasurer	\$82,206.00	\$79,360.00	(\$2,846.00)	-3.46%	8.30%	3.50%	8.34%	\$89,060.31	\$6,854.31

Bill Shepherd then made a motion to leave the stipend for the chair of the board at \$125 per month. This was seconded by Lyle and was approved with a unanimous vote.

## Page 3

**Article IV.** Member Todd Chambers will be the 2022 committee chair. No co-chairman was appointed.

**Article V.** Motion to adjourn the meeting was duly made and supported. Motion carried.

Respectfully submitted,

Todd Chambers, Chairman

3. Discussion/action: Marion County Board of Adjustment Reappointment
- a. Marion County Board of Adjustment: Michael Kacmarynski – term ending 12/31/2027

Board of Adjustment (5 yr. term)	Szlachetka, Jan	12/31/2025
Board of Adjustment (5 yr. term)	Huffine, Danielle	12/31/2026
Board of Adjustment (5 yr. term)	Kacmarynski, Michael	
Board of Adjustment (5 yr. term)	Van Wyk, Loren	12/31/2024
Board of Adjustment (5 yr. term)	Miller, Dale	12/31/2024
Appointed @ BOS		



## 4. Resolution 2023-16

### VA Bonds Fund (30001) to General Fund (01000) Transfer – Final Interest

#### RESOLUTION 2023/016

WHEREAS the Marion County Treasurer has maintained the Capital Project – VA Series 21 Fund (30001), and,

WHEREAS the Marion County no longer uses or is required to maintain this fund, and,

WHEREAS it has been recommended by Terpstra Hoke & Associates, P.C., Marion County's outside audit firm, the Capital Project -VA Series 21 Fund (30001) be closed and the remaining monies be transferred to the General Basic Fund (01000),

WHEREAS ACCORDING TO chapter 331.432 and chapter 24.21 of the Code of Iowa, the Board of Supervisors must approve the actual transfers and,

THEREFORE, BE IT RESOLVED that the transfer of \$24.26 from Capital Project – VA Series 21 Fund (30001) to the county General Basic Fund (01000) be approved by the Marion County Board of Supervisors, and,

BE IT FURTHER RESOLVED that the Auditor and Treasurer be instructed to close the Capital Project – VA Series 21 Fund (30001) and make the said transfer in a timely fashion.



5. Discussion/action: Aging Resources of Central Iowa Appointments

a. Aging Resources of Central Iowa Advisory Council: Judi Van Hulzen

b. Aging Resources of Central Iowa Board of Directors: Rachel Cecil

Aging Resources of Central Iowa (Advisory Council)(3 yr)	Dykstra, Martha	12/31/2023
Aging Resources of Central Iowa (Advisory Council)(3 yr)	vacant	
Aging Resources of Central Iowa Board of Directors (2 yr term)	Raymie, Mark	12/31/2023
Aging Resources of Central Iowa Board of Directors (2 yr term)	vacant	
Appointed @ BOS		



## 6. Discussion/action:

Update Pleasantville Adkins Development Project



## 7. Discussion/action:

Authorize Application to the U.S. Department of Treasury for Local Assistance and Tribal Consistency Fund



# U.S. DEPARTMENT OF THE TREASURY

**AN INTRODUCTION TO THE**

## **Local Assistance and Tribal Consistency Fund**





## About this Presentation

The U.S. Department of the Treasury is providing this presentation for informational purposes.

The descriptions provided in this document are non-exhaustive, do not describe all terms and conditions associated with the use of the Local Assistance and Tribal Consistency Fund, and do not describe all requirements that apply to this funding.

Any award from the Local Assistance and Tribal Consistency Fund will be subject to the terms and conditions of the agreement entered into by Treasury and the respective recipient government, which incorporate the provisions of the guidance that implements this program.



# Overview

**The Local Assistance and Tribal Consistency Fund delivers \$2 billion to eligible Tribal governments and eligible revenue sharing counties as a general revenue enhancement program.**

## **Key details of this funding:**

- The American Rescue Plan appropriates \$750 million to allocate and pay to eligible revenue sharing counties for each of fiscal years 2022 and 2023 (\$1.5 billion total).
- Recipients have broad discretion on uses of funds. Specifically, the statute permits recipients to use funds for any governmental purpose other than a lobbying activity.



## Use of Funds

The Local Assistance and Tribal Consistency Fund provides flexible support for eligible revenue sharing counties and eligible Tribal governments to meet their respective government's needs. Specifically, the statute directs that recipients may use funds for any governmental purpose other than a lobbying activity.

### Eligible Use of Funds:

- Recipients may treat these funds in a similar manner to how they treat funds generated from their own revenue.
- Programs, services, and capital expenditures that are traditionally undertaken by a government are considered to fulfill a “governmental purpose.”
- For example, recipients could use funds for long-term economic development activities, including affordable housing development, workforce development and other programs to strengthen local communities undergoing economic transitions.
- Funds may not be used for lobbying activities.
- All funds are available to recipients until expended or returned to Treasury.



# Program Guidance

Treasury released **Guidance for the Local Assistance and Tribal Consistency Fund**, which helps clarify how recipients may use LATCF funds [\[link here\]](#).

## Key Guidance Provisions:

- **Davis-Bacon/NEPA:** Federal Davis-Bacon Act prevailing wage rate requirements do not apply to projects funded solely by the LATCF except for LATCF-funded construction projects undertaken by the District of Columbia. Further, generally, receipt of LATCF funding does not trigger the National Environmental Policy Act (NEPA), although recipients must ensure compliance with all applicable federal environmental laws.
- **Transferring Funds:** Recipients may transfer to and pool LATCF funds with other entities for projects, provided that recipients are able to track use of the funds in line with the reporting and compliance requirements of the LATCF. As an example, neighboring counties may pool funds in order to invest in a regional infrastructure project.
- **Match:** Treasury has determined that funds available under the LATCF program constitute revenue sharing. Therefore, funds under the program may be used to meet the non-federal cost-share or matching requirements of other federal programs, provided that the costs are eligible costs under the other federal program and are compliant with the statutory, regulatory, and program requirements of the LATCF and the other federal program.



# Build America, Buy America Act Applicability

The Build America, Buy America Act establishes domestic content procurement preference requirements for federal financial assistance programs for infrastructure, and these requirements apply to the LATCF.

## Revenue Sharing County Implications:

- As a general matter, the domestic content procurement preference requirements in the Build America, Buy America Act apply to infrastructure projects under the LATCF.
- These requirements do not apply to non-infrastructure projects or to infrastructure projects undertaken in response to the COVID-19 public health emergency.
- Treasury has received approval of a six-month waiver from the Build America, Buy America Act requirements for awards made within the waiver period to eligible revenue sharing counties, defined to include the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the U.S. Virgin Islands, under the LATCF program.
- Recipients who sign their award agreements within the waiver period will not be subject to the Build America, Buy America Act requirements.



## Eligibility Criteria

### Statutory Requirements for Determining Eligibility

The statute defines eligible revenue sharing counties to include any county, parish, or borough:

- That is independent of any other unit of local government; and
- That, as determined by the Secretary, is the principal provider of government services for the area within its jurisdiction; and
- For which, as determined by the Secretary, there is a negative revenue impact due to implementation of a Federal program or changes to such program.

The statute also includes the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the United States Virgin Islands as eligible revenue sharing counties.



# Eligibility Criteria

## Statutory Requirements for Determining Eligibility

- To determine which units of government constitute “a county, parish, or borough” that is “independent of any other unit of local government” and “the principal provider of government services,” Treasury referred to the Census Bureau’s census of governments and its classification of the functional status of counties and equivalents.
- To determine counties for which there is “a negative impact due to implementation of a federal program or changes to such program,” Treasury considered counties’ participation in revenue sharing programs that have been inconsistently funded by Congress including the Payment in Lieu of Taxes (PILT) program administered by the Department of the Interior and the Refuge Revenue Sharing program administered by the Fish and Wildlife Service (FWS).
- There are 2,086 governments eligible for LATCF as eligible revenue sharing counties, including the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the U.S. Virgin Islands.



# Allocations Methodology

Treasury accounted for the economic conditions in each eligible revenue sharing county in the allocation formula

## Economic Indicators

- By statute, Treasury was required to develop an allocation formula “taking into account the economic conditions of each eligible revenue sharing county, using measurements of poverty rates, household income, land values, and unemployment rates, as well as other economic indicators, over the 20-year period ending September 30, 2021.”
- Treasury incorporated childhood poverty rates and population as “other economic indicators.”
- For each fiscal year, Treasury sets a minimum allocation of \$50,000, a maximum allocation of \$6,000,000, a per capita maximum of \$300 for each eligible revenue sharing county.
- Treasury expects that recipients will receive payment in two tranches, one payment for each of fiscal years 2022 and 2023.





# Reporting Requirements

**Eligible revenue sharing counties are required to submit an annual Obligation and Expenditure Report and comply with certification and compliance guidelines**

## Reporting, Certification, and Compliance Requirements

- Each recipient is responsible for submitting an annual Obligation and Expenditure Report to Treasury by March 31st of each year (beginning in 2023) that accounts for the period covering January 1st to December 31st of the preceding calendar year.
- Reports are required until the recipient has submitted its final report accounting for expenditure of all LATCF funds received.
- Generally, the Obligation and Expenditure report will include reporting on:
  - Current period obligations, cumulative obligations, current period expenditures and cumulative expenditures for each government purpose reporting category.
  - A certification with every annual report that no LATCF funds were used for lobbying activities, in addition to completing annual certification and representations in SAM.gov.
- Recipients may reference the Reporting Guidance posted on the LATCF website for additional information.



# Accepting LATCF Funds

In order to access funds, eligible revenue sharing counties will need to complete a submission in the LATCF application portal and provide the necessary information as requested.

The screenshot shows the U.S. Department of the Treasury website. The main heading is 'Local Assistance and Tribal Consistency Fund'. Below the heading, there is a paragraph describing the fund: 'The Local Assistance and Tribal Consistency Fund is a general revenue enhancement program that provides additional assistance to eligible revenue sharing counties and eligible Tribal governments.' To the right of the text, there is a blue button that says 'LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND APPLICATION PORTAL'. On the left side of the page, there is a sidebar with 'POLICY ISSUES' and 'COVID19 Economic Relief' sections. A red circle with the number '1' is placed over the 'LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND APPLICATION PORTAL' button. A red circle with the number '2' is placed over the 'LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND APPLICATION PORTAL' button.

1. Navigate to the LATCF website ([link here](#))

2. Click on the LATCF Application Portal and follow instructions for completion (*the submitter for the SLFRF submission should log in to the portal*)

3. Eligible revenue sharing county recipients' submission data should be pre-loaded

## Timeline and Key Dates

### Key dates for LATCF eligible revenue sharing counties include:

- **September 29, 2022:** *Treasury portal opens for submissions; payments made on a rolling basis*
- **January 31, 2023:** *Deadline for submissions for eligible revenue sharing counties*
- **March 31, 2023:** *First Obligation and Expenditure Report due*
- **Date TBD, 2023:** *Treasury will begin making second tranche payments*



# Thank you.

**For More Information:**

Please visit Treasury's website at [treasury.gov/LATCF](https://treasury.gov/LATCF).

**To Request Funding:**

Please visit [treasury.gov/LATCF](https://treasury.gov/LATCF).

**For Media Inquiries:**

Please contact the U.S. Treasury Press Office at (202) 622-2960.

**For General Inquiries:**

Please email [LATCF@treasury.gov](mailto:LATCF@treasury.gov).



8. Discussion/action:

FY24 Budget Discussion



## 9. Board of Supervisor Updates



## VII. BOARD OF SUPERVISOR ADJOURNMENT

