

Instructions

Thank you for your interest in this Sourcewell program. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Acrobat Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at <https://get.adobe.com/reader/>.

This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Acrobat Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.
- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Community Solutions – Consultant Services Reimbursement for Local Governments

2021-2022

Consultant Services Reimbursements are awarded on a first come, first-served basis while funds exist and are intended to support a third-party entity providing expertise in a specific area to a local government. Services are limited to accounting and financial reporting, economic development, financial management, and human resources. A city, county, or other government association may apply for multiple reimbursements. Sourcewell will reimburse 50% of costs incurred up to \$10,000 per fiscal year per entity.

Eligibility requirements

- The applicant organization must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
 - Be a city, county, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county
 - Reimbursement requests must be received in the same fiscal year that the invoice for service is received (July 1-June 30)
 - Be willing and able to financially match the reimbursement amount (in-kind support does not constitute a financial match)

- The proposed project must:
 - Serve a public purpose as defined on the attached Public Purpose Checklist
 - Be completed in the fiscal year in which Consultant Services Reimbursement funds are given
 - Not involve:
 - Audit services
 - Political or religious activities
 - Discriminatory or illegal activities

- A reimbursement request must include:
 - A completed reimbursement request form
 - Invoice for services provided
 - Completed Public Purpose Checklist

Reimbursement process

Step 1: Sourcewell staff will review each reimbursement request to ensure the criteria outlined above have been met. Requests that do not meet the criteria will not be eligible for reimbursement funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first-come, first-served basis while funds remain available.

Consultant Services Reimbursement Request Form 2021-2022

Sourcewell covers 50% of costs up to \$10,000 per fiscal year per entity on a first come, first-served basis while funds exist. A copy of the invoice is required for reimbursement.

Date:

Entity requesting reimbursement:

Consultant company:

Service received:

Entity contact person:

Mailing address:

Invoice total: \$

Dollar amount requested: \$

Submit completed reimbursement request forms, public purpose checklist, and copies of invoices to community@sourcewell-mn.gov

Public Purpose Checklist

1. Will the proposed project promote public health, safety, general welfare, security, prosperity, or the contentment of a community as a body?

If No, **STOP**. Public expenditure is not authorized because the project will not further a public purpose.

If Yes, identify which of these purposes will be furthered by the project and how, and continue to Step

2. Will the proposed project primarily benefit the public and not private individuals or entities?

If No, **STOP**. Public expenditure is not authorized for projects that primarily benefit private individuals or entities unless that benefit is only incidental to the project.

If Yes, identify the population that will benefit from the proposed project, and continue to Step 3.

3. If funds are received from Sourcewell, what program and/or services will your entity provide, please check below, and continue to Step 4:

- | | |
|---|--|
| <input type="checkbox"/> administrative services | <input type="checkbox"/> vocational rehabilitation |
| <input type="checkbox"/> curriculum development | <input type="checkbox"/> health, diagnostic, and child development services and centers |
| <input type="checkbox"/> data processing | <input type="checkbox"/> leadership or direction in early childhood and family education |
| <input type="checkbox"/> distance learning and other telecommunication services | <input type="checkbox"/> community services |
| <input type="checkbox"/> evaluation and research | <input type="checkbox"/> shared time programs |
| <input type="checkbox"/> staff development | <input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| <input type="checkbox"/> media and technology centers | <input type="checkbox"/> technology planning, training, and support services |
| <input type="checkbox"/> publication and dissemination of materials | <input type="checkbox"/> health and safety services |
| <input type="checkbox"/> pupil personnel services | <input type="checkbox"/> student academic challenges |
| <input type="checkbox"/> planning | <input type="checkbox"/> cooperative purchasing services |
| <input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education | |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |
| <input type="checkbox"/> employee personnel services | |

If No, **STOP**. Funding cannot be awarded for projects that do not involve the programs and services outlined in the enabling statute.

4. Can the proposed project be implemented in a manner that ensures no conflicts of interest exist or any existing conflicts may be resolved?
- If No, **STOP**. Public expenditure is not authorized for any project that may involve conflicts of interest.
 - If Yes, identify any conflicts of interest that have been resolved and how, and continue to Step 5.
5. Will the proposed project serve the best interests of Sourcewell and its five-county service area?
- If No, **STOP**. Public expenditure not authorized when it may conflict with the best interests of the entities involved.
 - If Yes, describe how and continue to Step 6.
6. Is the proposed project permitted under the laws, rules, or policies that govern the applicant entity(ies) and Sourcewell?
- If No, **STOP**. Public expenditure is not authorized when it may conflict with the laws, rules, or policies that govern the entities involved.
 - If Yes, continue to Step 7.
7. Will Sourcewell and the collaborating entities be able to satisfy all terms, conditions, policies, procedures, and other requirements associated with the proposed project?
- If No, **STOP**. Public expenditure is not authorized for any project that will prevent the entities involved from complying with any associated requirements.
 - If Yes, continue to Step 8.
8. Will the proposed project be implemented in a manner that ensures no public funds will be used to purchase or make a gift, donation, prize, or payment for dues to participate in a private organization?
- If No, **STOP**. Public expenditure is not authorized for these activities.
 - If Yes, the proposed project serves a public purpose.