

Barbour County Commission

ARP Funding Application Process

How to apply:

➔ www.barbourcountywv.org

➔ Click on the COVID-19 tab



➔ Click on



Timeline:

Dates are tentative and subject to change.

September 12	Round 2 Application Period Opens
October 12	Round 2 Application Period Closes
Mid-Late October	Individual Information meetings held (Date/Times TBD)
November 7	Projects on Commission Agenda for approval

Award:

Applicants will be notified when their project will appear on the Commission Agenda. It is encouraged to attend that meeting. Award documents and reporting documents will be emailed to the contact person on the application soon after approval.

Reporting Requirements:

Requesting Project Funds:

A Funds Request can be submitted at *any* time and *as often as needed*.

Required Documents in order to be submitted for payment:

- ✓ Progress Report
- ✓ Funds Request Forms
- ✓ Invoices that total the amount of request (*quotes are not sufficient)

Quarterly Reports

Quarterly Reports are due on the following schedule:

Due Date	Activity Period
April 20th	January, February, March
July 20th	April, May, June
October 20 th	July, August, September
January 20th	October, November, December

Quarterly reports are meant to explain progress on the project over a three-month period.

Required Documents:

- ✓ Quarterly Progress Report
- ✓ Quarterly Financial Report
- ✓ Proof of Payment for all funds requests within the reporting period. Proof of payment includes a check copy, credit card statement, ect.

No project activity should be reported on the same schedule.

Example: You are submitting the Quarterly Report that is due on October 20th covering the period of July, August and September. *The period covers July 1st thru September 30th. You have 20 days until the report is due for the period.* During this period, you submitted three funds requests that had a total of five invoices.

** Activity in October is not included on this report – it would be included on the report due on January 20th **

1) The **Quarterly progress report** explains the progress that has occurred within the months of July, August and September.

2) The **Quarterly Financial Report** should include:

- (Block 2) The amount requested for this period (July, August, September)- the **total** of the **five invoices**
- (Block 3) Total funds requested- **Total** funds requested **in the project** -including this period
- (Block 4) Remaining funds available – Project Award **minus** Total Funds Requested

3) **Proof of Payment**- can be a check copy, credit card statement, store receipt, ect. for the five invoices in this period. – *You do not need to resubmit the invoices- just proof of payment.*

Final Report

When the project has requested all funds and all requirements of the project is met and complete, the Final Report is due. This final report is a descriptive summation of the overall project. The report should include photos applicable to the project. The Commission intends to prepare a press release when the project is final; some cases prior to being final.

Required Documents:

- ✓ Final Report
- ✓ Final Financial Report
- ✓ Photos