

# Community Solutions – Consultant Services Reimbursement for Local Governments

2023-2024

Consultant Services Reimbursements are awarded on a first-come, first-served basis while funds exist. Sourcewell will reimburse 50% of costs incurred up to \$10,000 per fiscal year per entity for hiring a third-party company to support local government operations. **Reimbursable categories include accounting and financial reporting, financial management, economic development, human resources, technology services, law enforcement, and community planning.** Your entity may apply for multiple reimbursements.

## Eligibility requirements

- The applicant organization must:
  - Be a Sourcewell participating agency. Register at [sourcewell-mn.gov/register](https://sourcewell-mn.gov/register).
  - Be a city, county, township, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county.
  - Be willing and able to financially match the reimbursement amount (in-kind support does not constitute a financial match).
- The proposed project must:
  - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
  - Not involve:
    - Audit services
    - Sponsorships
    - Legal fees
- A reimbursement request must include:
  - A completed Reimbursement Request Form.
  - An invoice for services provided which must be dated between July 1, 2023 - June 15, 2024.

## 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

2023-2024

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.

Today's date:

Entity requesting reimbursement:

Entity contact person:

Mailing address:

Consultant company:

Service received (multiple may be checked):

## Accounting and Financial Reporting

- Accounts payable and check printing
- Audit preparation
- Chart of accounts creation and review
- Financial reports
- Journal entries
- Payroll
- Reconciliation (cash and credit card)

## Financial Management

- Capital Improvement Plans
- Continuing Disclosure
- Debt Structuring
- Feasibility Studies
- Financial Management Plans
- Grant and Loan Application Writing
- Impact Analysis
- Municipal Bond Sales
- Tax Impact Analysis

## Economic Development

- Feasibility Studies
- Grant and Loan Application Writing
- Tax Abatement Planning
- Tax Increment Financing Creation and Management

## Human Resources

- Classification and compensation study
- Executive search
- Hiring assistance
- Organizational analysis
- Organizational capacity building
- Performance review development
- Scoring and classification of jobs

## Community Planning

- ADA planning
- Architectural services
- Comprehensive Plans
- Downtown plans
- Engagement surveys
- Engineering services
- Ordinance codification
- Wastewater compliance

## Technology Services

- Cyber Security Audit
- GIS Consulting
- Website development

## Law Enforcement

- Investigative support services
- Policy reviews

Invoice total: \$

**Reimbursement amount requested: \$**

1. Describe how the project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.
  
2. The proposed project must relate to Sourcewell's government purpose as defined in Minn. Stat. § 123A.21, Subdivision 7. Please identify all program or service areas to which the proposed project will relate.
 

<ul style="list-style-type: none"> <li><input type="checkbox"/> administrative services</li> <li><input type="checkbox"/> curriculum development</li> <li><input type="checkbox"/> data processing</li> <li><input type="checkbox"/> distance learning and other telecommunication services</li> <li><input type="checkbox"/> evaluation and research</li> <li><input type="checkbox"/> staff development</li> <li><input type="checkbox"/> media and technology centers</li> <li><input type="checkbox"/> publication and dissemination of materials</li> <li><input type="checkbox"/> pupil personnel services</li> <li><input type="checkbox"/> planning</li> <li><input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education</li> <li><input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> employee personnel services</li> <li><input type="checkbox"/> vocational rehabilitation</li> <li><input type="checkbox"/> health, diagnostic, and child development services and centers</li> <li><input type="checkbox"/> leadership or direction in early childhood and family education</li> <li><input type="checkbox"/> community services</li> <li><input type="checkbox"/> shared time programs</li> <li><input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage</li> <li><input type="checkbox"/> technology planning, training, and support services</li> <li><input type="checkbox"/> health and safety services</li> <li><input type="checkbox"/> student academic challenges</li> <li><input type="checkbox"/> cooperative purchasing service</li> </ul>
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3. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 2.

On behalf of the entity I'm signing for, I acknowledge that we are not applying for any other Sourcewell funding to cover the remaining consultant services costs.

Member entity signature: \_\_\_\_\_

Submit completed reimbursement request forms and copies of invoices to [community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov)