

**PROCEDURES FOR REIMBURSEMENT FROM
THE WEST NILE VIRUS FUND**

The City, Village, or Township (CVT) shall submit all correspondence to:

Timothy J. Soave
Manager, Oakland County Fiscal Services Division
Executive Office Building
1200 North Telegraph Road, Dept. 403
Pontiac MI 48341-0403

1. In order to obtain reimbursement from the West Nile Virus Fund, for eligible expenses, each CVT shall submit the following to the address above:
 - a. Project expense reimbursement request **by May 1, 2006** which state the project purpose and scope, estimated or actual costs, including any support detail, to insure compliance with Board of Commissioner approved policies for the West Nile Virus Fund and is otherwise authorized by law;
 - b. A resolution authorizing the reimbursement request adopted by the CVT's legislative board or council **by June 30, 2006**;
 - c. Documentation of actual cost borne by the CVT in conjunction with the project plan once work is completed. Note: A CVT may request pre-project authorization (requesting an allocation prior to completion of work. If a CVT requests pre-project authorization, invoices of actual cost are to be submitted once work is completed, **by September 30, 2006**.
2. The Fiscal Services Division will notify the Health Division of the receipt of the project plan and/or reimbursement request. The Health Division shall determine if the plan/reimbursement request complies with Board of Commissioner approved policies for the West Nile Virus Fund and is otherwise authorized by law.
3. Upon receipt of Health Division approval, the Fiscal Services Division shall notify the County Commissioner(s) representing a CVT of receipt of the reimbursement request. Fiscal Services shall process the reimbursement request and recommend to the General Government and Finance Committees of the Board of Commissioners the approval of a disbursement request that is supported by an existing Board of Commissioner appropriation and meets the requirements of law and this resolution.
4. Recognizing that Michigan law imposes differing voting requirements for authorizing County financial participation in projects eligible for reimbursement under this resolution, no CVT shall receive any disbursement for the West Nile Virus Fund until their authorized request has been approved for disbursement by the Board of Commissioners, via a resolution sponsored by the Commissioner(s) representing the CVT and adopted by the affirmative voting margin required by law.
5. If project pre-approval is used, upon approval by the Board of Commissioners, the CVT shall direct all requests for reimbursement of amounts expended or to be expended by the CVT in connection with project expenses eligible for reimbursement to the Fiscal Services Division. The Fiscal Services Division will then process the reimbursement request.

Any undisbursed amount(s) remaining after September 30, 2006 except where authorized through a pre-project authorization application filed not later than August 1, 2006, shall be maintained in the West Nile Virus Fund until finally distributed according to subsequent Board action. In the event that the West Nile Virus Fund I closed, any remaining fund balance shall be transferred to the General Fund.