

Overview of Municipal Coronavirus Relief Fund (CRF) Program



June 11, 2020



Municipal Coronavirus Relief Fund (CRF) Program

The federal support the state received has been, and will continue to be essential, to helping Connecticut through this unprecedented global health crisis by offsetting expenses related to the pandemic.

Federal CARES Act includes funds for CT governments to pay costs incurred in responding to the COVID-19 pandemic.

Beginning in April, the administration sought information from the state's 169 municipalities regarding their actual and projected expenses thru 6/30/2020. Submissions were received through May 29th.

OPM has established the Municipal Coronavirus Relief Fund (CRF) Program to reimburse municipalities for such costs.

Based on estimates submitted by municipalities of COVID costs through June 30, 2020, which total approximately \$40M, OPM is making available maximum municipal CRF amounts.

The administration has set aside \$75 million of the CRF to aid municipalities throughout this crisis, with nearly \$40 million of direct costs being reported through June 30.

The program will be re-evaluated for additional expenses beyond June 30, 2020.



Eligibility Conditions for Use of CRF

Under federal law, eligible uses must meet three conditions. They must be:

1. “Necessary expenditures incurred due to the public health emergency with respect to ... COVID–19”
 - ✗ Funds may not be used to substitute for lost government revenue
2. Not budgeted as of March 27, 2020 when the CARES Act was enacted
 - ✗ May not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020



Intersection with Other Funding Sources

As a condition of accepting Federal Coronavirus Relief Fund money, municipalities must maximize the use of the following programs first:

1. Federal Emergency Management Agency (FEMA);
2. Elementary and Secondary School Emergency Relief Fund (ESSERF) for Pre-K to 12 education;
3. Department of Public Health for local health districts; and
4. Department of Housing Small Cities CDBG and ESG Funding for sheltering and congregate housing.

For eligible costs not covered by reimbursement from the programs noted in the preceding paragraph, municipalities may claim reimbursement from the Municipal CRF Program.

States have been advised by US Treasury that FEMA eligible expenses at 75% reimbursement can be 25% matched by the CRF. States are awaiting written guidance from Treasury. This will allow the state and municipalities to stretch CRF funds to more holistically support municipalities.



FEMA – Eligible Assistance

FEMA may provide assistance for emergency protective measures including, but not limited to, the following, if not funded by the HHS/CDC or other federal agency. *While some activities listed may be eligible for funding through HHS/CDC, final reimbursement determinations will be coordinated by HHS and FEMA.*

- Management, control and reduction of immediate threats to public health and safety
- Emergency medical care
- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Reimbursement for state, tribe, territory and/or local government force account overtime costs



Allowable Municipal COVID Related Expenditures

- **FEMA Disaster Declaration**
 - 25% Match against FEMA 75%
 - Difference between cost and FEMA approved
 - Requires document upload
- **Cleaning Supplies**
- **Cleaning/disinfection of public buildings**
- **Equipment (IT, teleworking, etc.)**
- **Support of the local EOC and Response**
- **School distance learning, to the extent not funded from other sources**
- **Food Programs**
- **Hazard Pay - additional pay for performing hazardous duty or work involving direct COVID-19 exposure risk**
- **Legal Fees**
- **Local Health Department to the extent not funded from other sources**
- **Shelter costs to the extent not funded from other sources**
- **Office Modification (signs, shields, etc.)**
 - Not full rebuilds where a lower cost option is available
- **Overtime Related to Response**
- **Postage due to office closure**
- **PPE (masks, gloves, etc.)**
- **Training**
 - Education-related
 - Linkage to COVID



Disbursement of Funds

Requests for reimbursement will be made by the municipality's Chief Financial Officer through the OPM Portal - a web-based application. The user will be required to provide municipal and expenditure information, as well as certify their submission. The application does not require the submission of invoice or check copies, but a transaction detail report is required. FEMA also requires the upload of the municipal FEMA approved documentation.

Reimbursements for expenses incurred through June 30, 2020, need to be submitted no later than August 31, 2020.

The program will be re-evaluated for expenses beyond June 30, 2020.



Audit Provisions and Documentation

- Federal Coronavirus Relief Fund expenditures are subject to Single Audit by an Inspector General within the U.S. Department of the Treasury. Documenting that costs were eligible uses are essential to managing compliance risk and to minimizing the possibility that the costs are deemed ineligible, thereby requiring that the municipality and the state may need to return funds to the federal government.
- We ask that you document costs clearly with respect to the date and nature of the expense incurred so that together we can best manage resources in the interests of the residents of Connecticut. In general, we will be asking that you document expenses with the same specificity as for FEMA reimbursements.
- The retention period for such records has not yet been determined, so municipalities are advised to retain detailed records until advised by OPM that the retention period has been met.

Connecticut Applicants' Briefing

EM-3439-CT

DR-4500-CT

EM Declared 13 March, 2020

DR Declared 28 March, 2020



**Incident Period 20 January 2020 and
continuing**

Declaration

INCIDENT PERIOD:

20 January 2020 & continuing

COST SHARE:

75% Federal Share

TYPE OF ASSISTANCE:

DFA & Category B (Emergency Protection Measures)

The Process

- **Establish an Account in FEMA Grants portal**
- **File a Request for Public Assistance (RPA)**
- **Collect documentation of your costs**
- **Review FEMA eligibility guidance**
- **Review the FEMA Training Videos**
- **Complete FEMA Worksheets**
- **Organize your Documentation create PDFs**
- **Download a Streamlined Project Application**
- **Prepare Answers on Project Application form**
- **Complete Project Application on Grants Portal (interactive)**
- **Upload ALL audit quality documentation**

Small Project or Large Project?

Upper
Threshold

\$131,100

Minimum
Threshold

\$3,300

Annually updated, \$131,100 is the FFY 2020 upper threshold amount for small projects.

Record Keeping



Accurate records of expenses
must be maintained for at least
3 years beyond final closeout
of EVENT

Public Assistance Summary

- **The Public Assistance Program assists in the restoration of community infrastructure. (Permanent Work Not Available)**
- **Funds cost effective actions taken immediately before, during and after event which protect the health and safety of the community. (Emergency Work Cat B only)**
- **It is a supplemental cost reimbursement program with specific eligibility requirements.**
- **The FEMA share of eligible costs will be awarded to the State (Grantee/recipient) for disbursement to the applicant (sub-grantee/sub-recipient).**

Remember...

These actions will help you obtain eligible funding in the shortest amount of time:

- **Submit costs on a FFY quarterly basis.**
 - Report only work 100% complete upon submission
 - All costs should be fully documented in portal
 - Do not request expedited project
- **Review projects/costs for eligibility.**
- **Have documentation available, organized and complete.**
- **Provide clear comprehensive explanation of costs.**

Additional information can be obtained from:

→ CT-DEMHS Web Site:

<https://portal.ct.gov/DEMHS/Grants/FEMA-Public-Assistance/General-Guidance-and-Forms>

→ CT-DEMHS Public Assistance Staff EMail:

demhs.pa@ct.gov

→ If necessary we will request FEMA assign a Program Delivery Manager

QUESTIONS?