



Governor's Office for Emergency Relief and Recovery MUNICIPAL AND COUNTY RELIEF FUND

SUBGRANTEE NOTICE: SN 20-02

DATE: July 21, 2020

This shall serve as Subgrantee Guidance and Subgrantee Notice under the GOFERR Grant Agreement, as modified by the SN dated May 28, 2020, Exhibit A, paragraph 7. The following additional modifications to the Agreement have been approved:

Paragraph 1.7 is changed to read:
October 30, 2020.

Paragraph 2, item 3 is changed to read:

3. Were incurred during the period that begins on March 1, 2020, and for purposes of this Agreement, ends on October 15, 2020.

Paragraph 3 re Completion is changed to read:

Except as otherwise specifically provided herein, this Grant, including all reports required by this Agreement, shall be completed in their entirety prior to October 30, 2020.

Paragraph 6 is changed due to Treasury OIG notice imposing a five (5) year record retention period to read:

Between the Effective Date and the date five (5) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Grant, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

Between the Effective Date and the date five (5) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State, the U.S. Department of Treasury or OMB shall demand, the Grantee shall make available to the State, the U.S. Department of Treasury or OMB all records

Exhibit A, Paragraph 1 item c is changed to read:

Were incurred during the period that begins on March 1, 2020, and for purposes of this Agreement, ends on October 15, 2020.

Exhibit A, Paragraph 2, c is changed to read:

c.) A cost is "incurred" when the responsible unit of government has expended funds to cover the cost during the appropriate reimbursement period under this agreement from March 1, 2020 to October 15, 2020.

Exhibit B, third paragraph, as modified by the May 28, 2020 SN-01 is further modified to read:

Disbursement of the Grant Amount shall be made in accordance with the procedures established by the State. The restriction on submission of costs incurred to specific reimbursement periods initially contained in the grant agreement is waived except as follows. Grantees may submit a payment request on the form provided by GOFERR by e-mail for allowable costs:

For allowable costs incurred from March 1, 2020 to April 30, 2020, during any of the three reimbursement period dates of June 1, July 15 or September 15.

For allowable costs incurred from May 1 to June 30, 2020, during any of the two reimbursement period dates of July 15 or September 15.

For allowable costs incurred from July 1 to August 31 during the reimbursement period date of September 15, 2020.

For allowable costs incurred from September 1 to October 15, during the reimbursement period date of October 30, 2020.

NOTE: Expenses incurred prior to September 1 cannot be submitted in the added reimbursement period request in October. They will be disallowed. The sole exception is for expenses submitted for FEMA reimbursement for which a denial by FEMA is received prior to October 30.

No more than one payment request will be processed during each of the four reimbursement dates. Thus, there will be a maximum of four payment requests allowed: June 1, July 15, September 15 and October 30. The July 15, September 15 and October 30 reimbursement requests will only be accepted in the two weeks preceding the reimbursement request deadline. Requests received outside of this window will not be processed. Only one reimbursement request may be submitted for each reimbursement date. If a governmental entity fails to include an allowable cost in a prior payment request, you may include that cost within a subsequent payment request, except that no expenses incurred prior to September 1 can be submitted after September 15. The sole exception is for expenses submitted for FEMA reimbursement for which a denial by FEMA is received prior to October 30. The denial must be submitted with the reimbursement request.

An executed Grant Agreement shall accompany the first payment request.

Exhibit C, Paragraph 4 is changed to read:

4. Program and financial records pertaining to this contract shall be retained by the Grantee for

5 (five) years from the date of submission of the final expenditure report.

Exhibit C, Paragraph 27 is changed to read:

“27. CLOSE OUT OF CONTRACT. By October 30, 2020 Grantee shall submit a report containing an estimate of projected allowable costs through December 30, 2020. The Grantee shall also include in such report allowable costs for which they have not received reimbursement in this allocation to date, as well as losses of revenue, expenses and costs related to COVID-19 that were not allowable.”