



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

June 9, 2021

Taylor Caswell
Director
Governor's Office of Emergency Relief and Recovery
100 North Main Street, Suite 100
Concord, N.H. 03301

Dear Director Caswell,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, 2021-08, and 2021-10 I have approved your written request, in attachment, to take the following actions related to the CARES Act Coronavirus Relief Funds:

1. Authority for the Governor's Office for Emergency Relief and Recovery (GOFERR) to expend \$10,000,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Funds (CRF) for the purpose of facilitating the COVID Expense Relief Program and disburse funds to award recipients. Budgeted consistent with the request, in attachment, effective through December 31, 2021. (100% Federal Funds)
2. Authority for GOFERR to expend up to an additional \$15,000,000 in CARES Act funding returned to the State through recoupment in the Main Street Relief Program and Self-Employed Livelihood Fund programs, as of September 1, 2021, for the purpose of bolstering and extending the Business Expenses Relief Program. Budgeted consistent with the request, in attachment, effective through December 31, 2021. (100% Federal Funds)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC: Charles Arlinghaus, Commissioner, Department of Administrative Services



STATE OF NEW HAMPSHIRE



GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

June 10, 2021

His Excellency, Governor Christopher T. Sununu
State House
Concord, NH 03301

REQUESTED ACTION UNDER RSA 21-P:43; RSA 4:45; RSA 4:47; AND EXECUTIVE ORDER 2020-04, AS EXTENDED BY EXECUTIVE ORDERS 2020-05, 2020-08, 2020-09, 2020-10, AND 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, AND 2021-02, 2021-04, 2021-05, 2021-06, 2021-08 AND 2021-10

Dear Governor Sununu,

1. The Governor's Office for Emergency Relief and Recovery (GOFERR) requests authority to expend \$10,000,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding for the purposes of facilitating the COVID Expense Relief Program and disburse funds to award recipients, effective upon your approval through December 31, 2021. 100% Federal Funds.
2. Contingent on Requested Action #1, GOFERR requests authority to expend up to an additional \$15,000,000 in CARES Act funding returned to the State through recoupment in the Main Street Relief and Self-Employed Livelihood Fund programs, as of September 1, 2021, for the purpose of bolstering and extending the Business Expenses Relief Program, effective upon your approval through December 31, 2021. 100% Federal Funds.

Funds for this program are available in 01-02-002-020210 – Governor's Office for Emergency Relief and Recovery, 19110000 – Office of the Director, as follows:

072 - 500575 – Grants Federal	<u>FY2021</u> \$10,000,000
072 - 500575 – Grants Federal	<u>FY2022</u> up to \$15,000,000

EXPLANATION

The Governor authorized the COVID-19 Expenses Relief Program, which is designed to reimburse New Hampshire for-profit businesses for their unmet COVID-19 related expenses, which will be initially funded by \$10,000,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding currently held in reserve by GOFERR for reallocation for future programming and then subsequently bolstered by up to \$15,000,000 in CARES Act funds returned to the State via MSRF and SELF recoupment.

During the COVID-19 pandemic, New Hampshire businesses largely operated in a limited capacity or shuttered entirely for several months in 2020. The State provided relief to help bridge the gap between 2019 and 2021 by running multiple business-oriented programs that supplemented lost revenue. However, the New Hampshire business community is still in need in part because of increased operating expenses.

The COVID-19 Expenses Relief Program will provide a pro rata, capped reimbursement of qualified COVID-19 related business expenses in two potential tranches. The first tranche will be calculated based on applications to the initial \$10,000,000 fund. The second tranche will be calculated based on applications submitted for up to \$15,000,000 million in additional CRF funds collected through recoupment in the MSRF and SELF programs, as of September 1, 2021. The cap on reimbursement will be determined based on the number of applicants and available funds in each tranche.

The first tranche of this program will begin accepting applications after completion of the Business Recoupment Relief Program August 13, and the application period will close and applications will begin being reviewed September 3.

The second tranche of this program will begin accepting applications September 10, and the application period will close and applications will begin being reviewed October 1.

This program will be available to all ownership structures typical of for-profit businesses, including self-employed, franchises, and subsidiaries, so long as they have a principal place of business in New Hampshire and payment can be delivered to a New Hampshire address, and the expenses are limited to New Hampshire operations. However, health care providers, including long-term care facilities and dentists will be excluded from the program because these providers had access to expense reimbursement in prior programs.

Expenses will be tallied by applicants in the application process in three buckets:

- Costs incurred while closed due to COVID-19 (such as prorated rent, mortgage payments, and utilities);
- Costs incurred as a result of reopening after COVID-19 related closure (such as PPE, workforce safety training, and installation of physical safety measures); and
- Increased costs of doing business as a result of COVID-19 (such as HVAC improvements, creation or addition of indoor or outdoor space for social distancing purposes, and increased costs due to supply chain disruptions or increased demand).

A detailed list of examples will be provided as part of the application process.

Applicants will be required to upload supporting documentation, such as QuickBooks printouts outlining their business expenses during the covered period, as proof of their claimed COVID-related business expenses.

Up to a set cap, awards to applicants will cover actual business expenses during calendar year 2020, beginning March 1, 2020, through the day before the application period opens for each tranche of funding in the Business Expenses Relief Program in 2021. For the first tranche, that would include COVID-related business expenses incurred from March 1, 2020 through August 1, 2021.

Awards received in the Business Recoupment Relief Program will be subtracted from award calculations in both tranches of the COVID-19 Expenses Relief Program. And awards received in the first tranche of

the COVID-19 Expenses Relief Program will be subtracted from applicant award calculations in the second tranche.

Any other awards from business expense related relief programs will be taken into account when calculating awards as well.

GOFERR will administer the program, including determining eligibility for, calculating, and then distributing awards.

Respectfully submitted,



Taylor Caswell
Executive Director, GOFERR