



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

SUBGRANTEE NOTICE: SN 21-01

DATE: February 26, 2021

This shall serve as Subgrantee Guidance and Subgrantee Notice under the GOFERR Grant Agreement as modified by SN 20-01, SN 20-02, SN 20-03, and SN 20-04.

FEMA recently announced that it is retroactively increasing the FEMA Federal cost share for eligible COVID-19 expenses under DR 4516 from 75% to 100%. However, in many instances, GOFERR has reimbursed local governments for the remaining 25% non-federal share of FEMA eligible expenses via Coronavirus Relief Fund (CRF) funds administered through the Municipal and County Relief Fund program. To maximize access to the new funding announced by FEMA while allowing local government units the opportunity to retain the monies they received from the Municipal and County Relief Fund and to avoid double reimbursement of the 25% FEMA non-federal share (hereby referred to as "FEMA match"), GOFERR will take the following steps:

1. GOFERR will review all of the Municipal and County Relief Fund reimbursement request forms and determine the total amount of 25% FEMA match that was actually allowed and paid to each entity from their allotment, if any.
2. For those entities that received a 25% FEMA match via CRF funds, GOFERR will determine if the non-FEMA allowable COVID-19 expenses for all four reimbursement requests for CRF funding made by the entity collectively exceeded the GOFERR allotment for that entity. (Hereinafter "excess unpaid allowable expenses").
3. GOFERR will first apply the CRF funds originally used for FEMA match to the balance of excess unpaid allowable expenses. In these cases, the reallocation of CRF funding from the FEMA match to cover excess unpaid allowable expenses will then allow the FEMA match costs to be covered by FEMA funding.
4. If the excess unpaid allowable expenses exceed the 25% FEMA match for that entity, notice will be sent to the entity and New Hampshire Homeland Security and Emergency Management (HSEM) that due to the newly announced 100% FEMA funding, the amount of the entity's GOFERR allotment previously allowed as a 25% FEMA match is being reallocated to the excess unpaid allowable expenses. No further action by the entity for GOFERR would be required. The entity will need to consult with HSEM on accessing the enhanced FEMA match.
5. If the excess unpaid allowable expenses do not exceed the 25% FEMA match for that entity (or if there were no excess unpaid allowable expenses reported), notice will be sent to the entity that action is required. This notice will include the dollar amount of the entity's CRF allotment previously allowed as a 25% FEMA match that needs to be reallocated, the CRF dollar amount that cannot be automatically reallocated to the excess unpaid allowable expenses, and it will notify the entity that it has 30 days to submit documentation of other allowable non-FEMA eligible COVID expenses incurred during the grant period of March 1, 2020 to October 15, 2020 that the entity wants the GOFERR 25% FEMA match applied against. Failure to submit will result in HSEM being unable to release the amount of the additional 25% FEMA match that was previously paid to the entity by GOFERR from CRF funds.

6. If documentation of other allowable non-FEMA eligible COVID expenses incurred during the grant period of March 1, 2020 to October 15, 2020 that the entity wants the GOFERR 25% FEMA match applied against are received and approved, notice will be sent to the entity and HSEM that, due to the newly announced 100% FEMA match, the amount of the entity's GOFERR allotment previously allowed as a 25% FEMA match is being reallocated to the newly submitted allowable expenses. The entity will need to consult with HSEM on accessing the enhanced FEMA match.
7. If the excess unpaid allowable expenses do not exceed the 25% FEMA match and the entity fails to identify additional allowable COVID-19 costs, GOFERR will notify HSEM of the amount of 25% FEMA match that cannot be paid to the entity at this time.
8. In no case will an entity be entitled to receive additional reimbursement from GOFERR above and beyond those amounts previously received, regardless of whether the entity was reimbursed for its full allotment, or for a lesser claimed allotment.