

MEMORANDUM

TO: Coronavirus Relief Fund – Municipal Program Recipients
FR: Heath Fahle, A&F FFO
DT: January 2022
RE: Close Out Process for the Coronavirus Relief Fund – Municipal Program

The Commonwealth of Massachusetts made up to \$502 million in federal resources available to municipalities to respond to the public health emergency caused by the Coronavirus Disease (COVID-19) through the Coronavirus Relief Fund – Municipal Program (CvRF-MP).

On October 29, 2021, the Reconciliation Period closed which was the final opportunity to draw down CvRF-MP resources. No additional payments will be made from CvRF-MP. On December 3, 2021, the final reporting submission was due which was the final opportunity to charge expenditures to CvRF-MP.

On September 15, 2021, A&F issued a [memorandum](#) describing the steps required for a municipality to close out their CvRF-MP grant. A [supplemental memorandum](#) was issued on November 16, 2021 with additional information regarding the close out process. These memorandums provide guidance on the close out process for the CvRF-MP.

Submitting CvRF-MP Close Out Form

Municipalities must complete the CvRF-MP Close Out Certification Form [here](#) to close out the grant. In this form, you will be required to:

- Confirm accuracy of data
 - Total Eligible Amount
 - Amount Received through CvRF-MP
 - Amount Reported through CvRF-MP
- Confirm amount to be returned to the Commonwealth (*if applicable, only if amount reported is less than received*)
- Confirm eligible use of CvRF dollars under Treasury and A&F guidance
- Confirm that your municipality worked with MEMA and took all necessary steps to seek FEMA PA reimbursement
- Confirm understanding of ongoing compliance obligations
 - Municipalities are still subject to A&F desk reviews and other audits as applicable
- Confirm understanding of reporting expectations
 - After completion of the close out process, your municipality is not subject to future Commonwealth CvRF reporting deadlines

Data on the close out form is updated weekly. **Do not submit the form if data displayed does not align with your municipal records.** Please reach out to A&F to identify the discrepancy.

If your municipality was pre-approved to charge costs incurred after October 29, 2021 to the grant, please complete the corresponding reporting template, which will be emailed to you

directly, prior to submitting a close out request. Please verify the additional reporting data is incorporated in the data displayed on the form before submitting for close out.

Post-Submission Steps

Upon submission of form, A&F will:

- Confirm all reported data, including amount to be returned to the Commonwealth
- Complete compliance evaluation to ensure eligibility of reported expenditures
- Verify that your municipality pursued FEMA reimbursement for eligible costs
- Communicate with municipalities regarding any data or compliance concerns
 - **A&F will provide municipalities with the opportunity to supply additional detail and documentation for questioned expenditures.** A Formstack will be provided to answer questions and upload documentation as needed. **Responses must be provided in a timely manner. Responses that are not received within 2 weeks will be presumed ineligible and removed from a municipality's reported data.**
 - Expenditures deemed ineligible will be removed from reported data. Municipal accounting should reflect that federal funds were not applied to these expenses
- To the extent applicable, provide instructions to return the CvRF-MP unspent balance to the Commonwealth
 - **Checks should be made out to the Commonwealth of Massachusetts** and sent to:
Dan Shark
24 Beacon Street, Room 373
Boston, MA 02133
 - **Do not mail a check to the Commonwealth until an A&F representative verifies the amount to be returned.** This will only happen after the compliance review and follow up is complete.
- Send a grant close out confirmation notice when the process is complete
 - This form will need to be reviewed and signed by a city official and uploaded to a Formstack.