

MEMORANDUM

TO: Municipal Chief Executives
FR: Heath Fahle, A&F FFO
DT: June 1, 2021
RE: Deadline Extension for the Coronavirus Relief Fund – Municipal Program

The Commonwealth of Massachusetts created the Coronavirus Relief Fund – Municipal Program (CvRF-MP) to make up to \$502 million in federal resources available to municipalities to respond to the public health emergency caused by the Coronavirus Disease (COVID-19). This memorandum provides an updated deadline for the conclusion of CvRF-MP and other related details.

Conclusion of CvRF-MP

On December 17, 2020, the Executive Office for Administration & Finance (A&F) announced the CvRF-MP Reconciliation Period for municipalities to access the remaining portion of the total amount available to them on a reimbursement basis. The deadline for this period was originally scheduled to end January 29, 2021. This deadline was later extended until the end of February 2021 and then to June 30, 2021.

This memorandum announces the final extension of the program deadline to **4pm on Friday, October 29, 2021**.

Municipalities with a remaining balance of their allocation can apply for reimbursements until that date. This deadline provides cities and towns with more time to access CvRF-MP funds and gives the Commonwealth the ability to reallocate unexpended balances instead of returning them to the federal government.

In general, A&F expects municipalities to receive the beneficial use of CvRF-MP resources (i.e., goods delivered, services rendered) by October 29, 2021.

A&F may, in certain limited circumstances, pre-approve use of CvRF resources if the beneficial use will take place between October 30, 2021 and December 31, 2021. However, this pre-approval will need to occur by October 29, 2021 so the Commonwealth can account for unexpended balances and re-allocate those funds to essential public needs instead of reverting to the federal government.

Eligible Uses & Compliance

Managing compliance risks remains a key focus for A&F. Municipalities should remain cognizant of these concerns over the coming months. For example, CvRF eligible expenses must

be necessary due to the COVID-19 public health emergency. This standard may be more difficult to satisfy as COVID restrictions ease.

The concurrent availability of multiple federal funding sources for similar expenses creates significant administrative challenges. Municipal officials are advised to take all reasonable steps to simultaneously manage CvRF-MP, the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund (CLFRF), the FEMA Public Assistance grant program, and other federal grants.

Next Steps

Municipalities are reminded of the two distinct workstreams associated with CvRF-MP, including:

- Reconciliation Period Applications – Municipalities apply for reimbursement for CvRF-eligible expenses as described in the [program guidance](#). As noted above, this application process will conclude on October 29, 2021.
- Quarterly spending reports – The US Department of the Treasury requires quarterly spending reports for CvRF. Municipalities should continue to submit quarterly spending reports until September 2, 2022. Please review the [program guidance](#) for more information.