



State Financial Services Division
Steve Bullock, Governor
John Lewis, Director

Guidelines for Cycle 5 of the Local Government CARES Reimbursement Program (updated 11-30-2020)

These updated guidelines are a result of the recent program changes and continue to focus on funding public health and safety costs related to the pandemic thru December 30. Generally, the intent is to allow all local governments to be reimbursed thru October 31 under the previous guidelines, honor purchase pre-approvals, and provide financial relief to entities for those additional costs incurred through December 30 such as overtime, additional staff, and reasonable non-payroll items.

Cycle 5 will open January 11 for the period ending 12/30 with applications due by January 22, 2021

Reimbursement Through October 31, 2020

- All entities are eligible for reimbursement thru 10/31 (using previous guidance, including presumptive eligible and substantially dedicated)
 - Entities that have never submitted before may apply
 - Entities that have submitted previously but did not apply in the 4th cycle may apply
 - Entities that applied in the 4th cycle, incurred costs prior to 10/31, but did not issue payment until after, will be allowed reimbursement in the 4th cycle with proof of payment (or entities may submit in cycle 5)
- Honor purchase pre-approvals – *all items and services must be received and put in use by December 30*
 - Pre-approvals will be honored with certification of receipt, “put in use” by December 30, and proof of payment
 - There is no guarantee of reimbursement for the actual amount exceeding the pre-approval amount

Reimbursement for November 1 – December 30 (requires clear COVID nexus and subject to availability of funds)

- Fund additional public health and safety personnel costs (as of the budget adopted March 27, 2020) (*presumptively eligible and substantially dedicated reimbursement are no longer eligible*)
 - overtime (including related FICA, WC, UI, retirement costs increases)
 - additional hired staff (including benefits)
 - contracted staff
- Fund reasonable essential non-payroll items and services directly related to the pandemic.
- Fund FEMA match as approved by DES
- Fund costs associated with enforcement of local public health orders in place before October 31
- Fund return postage for November general election
- Generic technology pre-approvals (digitization and large equipment purchases) given as part of the \$10 million set aside and the attorney case management software (KARPEL) must be in process (signed contract or purchase order) **as of November 30 to be eligible** and will be considered for reimbursement through December 30 subject to the availability of funds.

General Guidance

- Entities should make every effort to issue payments by December 30 or shortly thereafter
- This guidance supplements previously issued guidance by providing clarification and communicating program changes
- All reimbursements are subject to approval by the State of Montana and are contingent upon the availability of at least \$200 million allocated to the program
- ***Please contact the Local Government Services Bureau at jgsportalregistration@mt.gov or 444-9101 with any questions.***

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