



COLORADO
Department of Local Affairs
Division of Local Government

CVRF
C DFA# 21.019

July 24, 2020

Roger Partridge, Commissioner
Douglas County
100 Third Street
Castle Rock, CO 80104-2424

RE: CVRF CM-018 – Douglas County CVRF 2020 - Allocation and Next Steps Agreement

Dear Commissioner Partridge:

The Colorado Department of Local Affairs (DOLA) has reviewed your opt-in form for the Coronavirus Relief Fund Program (CVRF), the CARES Act fund authorized under Section II of Governor Polis' Executive Order 2020 081. As DOLA's Executive Director, I am pleased to inform you of your allocation of \$30,124,485.00. Your submitted opt-in form and this allocation letter serve as your agreement with the State. Recipients of these funds do **not** require any additional contracts.

By accepting the funding, you as the CVRF recipient are agreeing to spend the funds for expenses related to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19) and are agreeing to the attached Terms & Conditions.

Payment requests must be submitted using DOLA's online portal system and be accompanied by the attached "Reimbursement Request" form. Requests may be submitted as often as needed and at a minimum within 30 days after the end of each quarter (September and December).

Thank you for your interest in the Coronavirus Relief Fund Program. Please contact Audrey Field at 303-864-7897 with any questions.

Sincerely,

Rick M. Garcia
Executive Director

cc: Andrew Copland, Responsible Administrator
Clay Brown, DOLA Regional Manager



In accordance with §24-30-202 C.R.S., this Agreement is not valid until signed and dated below by the State Controller or an authorized delegate.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

DocuSigned by:

Yingtse Cha

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By: Yingtse Cha, Controller Delegate
Department of Local Affairs

Effective Date: 7/30/2020 | 6:44 AM MDT

CMS# 162368 VCUST# 14252 ADDR CN002 EFT DLG# F21CVRFCM018

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Coronavirus Relief Fund
Terms & Conditions

1. Catalog of Federal Domestic Assistance (CFDA) Number: 21.019
2. **Funding Period:** March 1, 2020 through December 30, 2020
3. **Use of Funds**
 - a. Recipient shall spend the funds only on necessary expenditures incurred due to the public health emergency with respect to COVID-19 in accordance with Section 5001(d) of the CARES Act for costs incurred during the above Funding Period and were not accounted for in the local government's budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act).
 - b. Recipient incurring costs shall refer to the most current guidance and answers to frequently asked questions on the CARES Act, which includes those from the U.S. Treasury, the Office of State Controller, and the Department of Local Affairs (DOLA).
 - c. **Ineligible Expenses**
 - i. Recipient acknowledges that the Duplication of Benefits, or assistance from more than one source that is used for the same mitigation purpose or activity, is prohibited.
 - ii. Expenditures that do not adhere to official federal guidance including Section 5001(d) of the CARES Act and State guidance are ineligible and shall be returned to DOLA within 30 days of identification of improper fund use.
 - iii. Refer to guidance from the U.S. Treasury, the Office of the State Controller, and DOLA's Nonexclusive Examples of Ineligible Expenditures for further guidance.
4. **Compliance**
 - a. Recipient shall follow the Federal Funding Accountability and Transparency Act (FFATA) terms and conditions, OMB's Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R 2 §200.303 regarding internal controls, 2 C.F.R. §§200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements, and the 2019 OMB Compliance Supplement. If Recipient plans to subaward parts of its allocation to other local governments, Recipient shall first obtain DOLA's approval. If DOLA approves, the Recipient shall comply with the responsibilities of a pass-through entity per the Uniform Guidance. Use this [link](#) for access to the FFATA reporting form.
 - b. Recipient shall comply with the CARES Act and official federal guidance as determined by the State, including any requirements added or amended in the future due to additional guidance from the federal government (Office of Management and Budget (OMB) or U.S. Treasury), and any guidance from the State including the Office of the State Controller (OSC), the Office of State Planning and Budgeting (OSPB), and DOLA.
5. **Documentation.** Recipient shall retain documentation on all uses of the funds, including invoices, sales receipts, time and effort reporting, data and financial records, and any other documentation that establishes compliance for up to five (5) years after final payment is made using CRF funds. Such documentation shall be provided to DOLA or its duly authorized representatives upon request.
6. **Monitoring.**
 - a. DOLA shall randomly select recipient counties, municipalities, or special districts for detailed monitoring of program fund expenditures. Recipient shall provide

supporting documentation for program fund expenditures promptly to DOLA, if requested, to conduct necessary monitoring.

- b. DOLA, the State of Colorado, or federal government reserves the right to initiate detailed monitoring or auditing of any recipient at its sole discretion.
 - c. Monitoring may be onsite or by desk review and will include verification of quarterly reports using receipts and other financial documentation as provided by the recipient.
 - d. The review shall provide assurance that the information self-reported by Recipient is accurate and complete, and identify unallowable or questionable expenditures for follow-up. When concerns are noted during the review process, the Recipient shall provide documentation of the expenditures or accounting practices to DOLA for verification.
7. **Financial Reporting.**
- a. Recipient shall provide DOLA with itemized reimbursement requests as often as needed and at a minimum within 30 days after the end of each quarter (September, and December).
 - b. Recipient shall report costs in the categories listed on the reimbursement request form.
 - c. Recipient shall inform DOLA immediately if funds allocated will not be fully utilized by December 30, 2020. DOLA, at its sole discretion, may unilaterally deobligate such balances and make them available, in whole or in parts, for use by other recipients.
 - d. All final reporting and any required documentation shall be completed by your organization and returned to DOLA by January 31, 2021. DOLA will deobligate any remaining balances.
8. In the event of a conflict between the terms and conditions of the Opt-in Form, and the terms and conditions of this allocation letter, the terms and conditions of this allocation letter shall prevail.

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