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March 15, 2021

TO: Agency CFO's and Fiscal/Finance Directors

FROM: Kurt Stolzenbach, Assistant Director, DBM

SUBJECT: Updated Agency Guidance for Documenting Spending of Coronavirus Aid, Relief, and Economic (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Funding, the American Rescue Plan Act of 2021 (ARPA21), MDH Reimbursable Funds and Amendments

Greetings Everyone,

This guidance applies to only those agencies eligible for direct federal CARES, CRRSA and/or ARPA21 funding *and* any agency being reimbursed by MDH for COVID-19 Relief Fund expenses. FAQ's can be found at the following url: <https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19#CARES>. The ARPA21 builds upon previous stimulus packages enacted in 2020. A summary of the \$1.9 trillion stimulus package can be found at the following link: <https://w0021ww.ncsl.org/ncsl-in-dc/publications-and-resources/american-rescue-plan-act-of-2021.aspx>

In FY 21 there is now a 3rd federal stimulus relief package called the American Rescue Plan Act of 2021, in addition to the existing CARES and CRRSA funding for which expenses need to be documented separately. DBM asks that agencies document expenses as directed below. **Prior approval from DBM is required before expending the funds.** Agencies are to send an email to their OBA analyst requesting permission to expend CARES, CRRSA or APRA21 funds and provide a brief summary of how the funding will be used.

CARES – FMIS

Agencies will continue to use fund 25 (0525) in FY 21 for documenting CARES expenses at the line item level. To the extent that positions are supported by federal CARES funding, agencies should also tie salary and fringe expenses to fund 25 (versus fund 05). Educational agencies should crosswalk 0525 to fund 0043 if they do not use fund 0005.

CARES – BARS

Contact DBM: DLBudgetHelp_DBM@maryland.gov to set up new federal fund CFDA codes related to CARES in BARS. In the Subject Line put: New FF CFDA – CARES - ##.###. In the body of the email, please provide the name of the CFDA and confirm it is fund 25. If a CFDA # pre-existed under fund 05 and is now issuing CARES type funding, in addition to other types of grant funds, agencies can use the same CFDA number and add a “C” to the end to document the CARES related expenses – e.g. ##.###C and fund 25.

45 Calvert Street • Annapolis, MD 21401-1907

Tel: 410-260-7041 • Fax: 410-974-2585 • Toll Free: 1-800-705-3493 • TTY Users: Call via Maryland Relay

<http://dbm.maryland.gov>

CRRSA – FMIS

Agencies are to use fund 35(0535) for documenting CRRSA expenditures at the line item level. To the extent that positions are supported by federal CRRSA funding, agencies should also tie salary and fringes to fund 35. Educational agencies should crosswalk 0535 to fund 0043 if they do not use fund 0005.

CRRSA– BARS

Contact DBM: DLBudgetHelp_DBM@maryland.gov to set up new federal fund CFDA codes related to CRRSA in BARS. In the Subject Line put: New FF CFDA – CRRSA - ##.###. In the body of the email, please provide the name of the CFDA and confirm it is fund 35. In order to use a pre-existing CFDA – fund 05, that is now providing CRRSA funding, agencies can use the same CFDA number and add a “D” to the end – e.g. ##.###D and apply fund 35.

ARPA21 – FMIS

Agencies are to use fund 45(0545) for documenting ARPA21 expenditures at the line item level. To the extent that positions are supported by federal ARPA21 funding, agencies should also tie salary and fringes to fund 45. Educational agencies should crosswalk 0545 to fund 0043 if they do not use fund 0005.

ARPA21 – BARS

Contact DBM: DLBudgetHelp_DBM@maryland.gov to set up new federal fund CFDA codes related to ARPA21 in BARS. In the Subject Line put: New FF CFDA – ARPA21 - ##.###. In the body of the email, please provide the name of the CFDA and confirm it is fund 45. In order to use a pre-existing CFDA – fund 05, that is now providing ARPA21 funding, agencies can use the same CFDA number and add a “E” to the end – e.g. ##.###E and apply fund 45.

Agencies should email their request to establish new federal fund codes as directed above to the General Accounting Division and provide the fund number, the title of the agency fund, the appropriated fund and the State fund group to which the agency fund should roll into as sampled below. Agencies should email their requests to the following staff at GAD:

Luther Dolcar (ldolcar@marylandtaxes.gov) and Denitsa Myers (dmyers@marylandtaxes.gov).

AGENCY: F10 FISCAL YEAR: 21 FUND: 0525
TITLE: COVID-19 FEDERAL FUNDS
APPROPRIATED FUND: 0005 (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 0101 (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 5025 COVID-19 FEDERAL FUNDS

AGENCY: F10 FISCAL YEAR: 21 FUND: 0535
TITLE: CORONAVIRUS RESPONSE & RELIEF SUP ACT FD
APPROPRIATED FUND: 0005 (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 0101 (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 5025 COVID-19 FEDERAL FUNDS

AGENCY: F10 FISCAL YEAR: 21 FUND: 0545
TITLE: American Rescue Plan Act of 21
APPROPRIATED FUND: 0005 (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 0101 (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 5025 COVID-19 FEDERAL FUNDS

MDH Coronavirus Relief Fund - Reimbursable Funds – Pre-Approval Required

Agencies must coordinate the pre-approval of using MDH funding for CARES related work with DBM and MDH prior to expending any related funding. Agencies also need to understand the type of funding they are receiving in order to properly track expenditures. At this time, we believe that only CARES funding will be available via MDH (not CRRSA or ARPA21); however that may change. Agencies are to use unique PCA’s dedicated to CARES (or CRRSA/ARPA21 should they become available via MDH) to track reimbursable

fund expenditures; including but not limited to, salary expenses. To get reimbursed for those expenses, agencies will need to send an invoice request for reimbursement and provide proper expense support detail to: Nick Napolitano, Budget Director, MDH – nick.napolitano1@maryland.gov. Any specific questions regarding MDH grant funds should also be directed toward Nick or the agency OBA analyst. If an agency has not been reimbursed by MDH for expenses by year end, during the close out process agencies should accrue any revenue due. Agencies should notify MDH of the outstanding request so that they can properly account for the expense on their books.

Budget Amendments – please submit budget amendments if needed to DBM via BARS for any new direct federal CARES, CRRSA or ARPA21 requests that have received prior DBM approval if you have not done so. As a reminder, the related fund type needs to be used on all related tables in BARS in amendments, 25 for CARES, 35 for CRRSA, and now 45 for ARPA21. For reimbursable funds, agencies will need to use fund 09, but identify that it is CARES reimbursable funding from MDH. Once the amendment is created in BARS, please email the OBA analyst and BPT at DLBudgetHelp_DBM@maryland.gov to let them know an amendment has been submitted. Please provide the adjustment number in your email.

Please direct any questions you may have regarding this guidance to your OBA analyst. Thank you.

/vm

cc: OBA Analyst