

**Municipal Relief Fund Guidance for NH Cities & Towns**  
**New Hampshire Municipal Association**  
**Issued on September 9, 2020**

In response to information from the US Treasury (Office of Inspector General Guidance issued August 28 and US Treasury [Guidance](#) and an [FAQ](#) on September 2) relative to use of CARES Act (Municipal Relief Fund) monies for reimbursement for public safety payroll expenses, and the resulting updated [Subgrantee notice](#) from GOFERR, NHMA has created the following example for cities and towns to consider when filing their application for public safety payroll reimbursement with GOFERR.

This document does not constitute legal advice. The following is an example only of what might constitute sufficient documentation; it is provided for guidance purposes only and has not been approved by the US Treasury, GOFERR, or any other entity. The US Treasury has not provided clear guidelines on what documentation is sufficient for this purpose. Therefore, municipalities are advised to review their submission with their own local counsel.

**Documentation of the Town/City of \_\_\_\_\_ “Substantially Dedicated” Conclusion  
with Respect to its Public Safety and/or Public Health Employees**

Based on US Treasury Coronavirus Relief Fund Guidance and US Treasury Coronavirus Relief Fund Guidance FAQs, we have concluded that the services of all our *[public safety employees and/or public health employees]* are ‘substantially dedicated’ to mitigating or responding to the COVID-19 public health emergency, because their duties and responsibilities require them, at any time, to do the following *[remove, add to, or modify the below listed justifications/reasons as deemed appropriate for your local circumstances]*:

- Risk exposure to COVID-19 due to the fact that their regular duties require them to interact with the general public;
- Modify or adjust their normal practices, procedures, and protocols in order to reduce the risk of exposure to and spread of COVID-19 among public safety personnel and/or the public;
- Assist or detain any person(s) who may be carrying COVID-19 disease;
- Respond to any incident, situation, or emergency involving COVID-19 infection, exposure, or potential infection or exposure;
- Enforce and carry out all laws, regulations, rules and/or policies of the local, state, and federal government pertaining to the mitigation of or the response to the COVID-19 public health emergency;
- Educate or inform the public about COVID-19 best practices and local, state, and federal laws, regulations, rules, and/or recommended best practices;
- Train, educate, or otherwise support municipal employees, staff, and officials in responding to, mitigating, or otherwise addressing the COVID-19 pandemic in the community.

This documentation is being provided in addition to the payroll time records, payroll register, spreadsheets, including names, job type/title, or other relevant records, which have separately been submitted to GOFERR. This documentation is provided to comply with Treasury OIG-CA-20-028 as requested by New Hampshire Governor’s Office of Emergency Relief and Recovery (GOFERR) in its Subgrantee Notice SN 20-04.

Signature Block/Affirmation [**Recommended signatures—as applicable in your municipality:**  
**Emergency Management Director**  
**Police and/or Fire Chief**  
**Director of Public Safety**  
**Municipal Grantee Representative]**