

Hugh Coleman
Precinct 1



Bobbie J. Mitchell
Precinct 3

Ron Marchant
Precinct 2

Dianne Edmondson
Precinct 4

Denton County Commissioners Court
County Judge Andy Eads

MEMORANDUM

To: All Denton County Mayors

From: Denton County Commissioners Court

Date: May 29, 2020

Re: COVID-19 Relief Funds – CRF Compliance Forum

The purpose of this memorandum is to provide you with an explanation of the Denton County *CRF Compliance Forum* (the Forum) relating to the disbursement of funds to your municipality (“Municipal Funds”) from the Coronavirus Relief Fund (“CRF”).

Description

The Alliance will consist of representatives from both the County and each municipality electing an upfront allotment of Municipal Funds.

The Alliance will act as a single, integrated program in which everyone works together, rather than separately. The intension of the Alliance is to benefit everyone mutually.

The work of the Alliance will commence immediately and will end upon the completion of the Treasury compliance audit.

Purpose

The purpose of the Alliance is to promote administrative efficiency, streamline initial compliance measures, continue coordination through a potential audit, and foster collaboration between our cities and County.

A highly collaborative, organized effort will ease the administrative burdens and costs of complying with the CRF regulations. The Forum will establish a framework for tracking and accounting for the disbursements and spending.

Identify funds not likely to be expended so they can be reallocated to other Denton County programs.

Benefits

The Forum will help provide answers to ongoing issues and specific questions (e.g., eligible uses of funds).

The Forum will also assist with documentation and retention of eligible expenses, both of which should reduce overall noncompliance risk. Our efforts on the front-end is a much better way to prepare for and manage a U.S. Treasury compliance audit.

A collaborative effort will also help strategically allocate funds to the areas and industries in most need, avoiding duplicative efforts.

Forum Overview

Why is this necessary? Two important reasons. First, the CRF guidelines are new, and there is a reasonable amount of uncertainty about some of the specifics. We would prefer a unified understanding of the guidelines. Second, the U.S. Treasury has the ability, under the CRF regulations, to recoup (clawback) any funds not used, or used for ineligible purposes.

What are we asking for from our cities? Your commitment to work together. An appointed person from each municipality joins the Forum and participates in monthly meetings to address and communicate ongoing concerns.

C: Monica Latin, Bruce Hendrick, Ted Harrington
of Carrington, Coleman Sloman & Blumenthal, L.L.P.



Denton County Coronavirus Relief Fund
Municipality Disbursements

Certification
(Statement of Compliance)

Pursuant to the Interlocal Cooperation Agreement, CARES Act, and applicable Treasury Guidance regarding the Coronavirus Relief Fund, I hereby submit this Certification that all funds received by the municipality from the County ("Municipal Funds"), were used in compliance with the required guidelines.

I further submit, along with this Certification, all appropriate and necessary supporting documentation, including any explanations of expenses, accounting for all Municipal Funds received.

I submit this Certification, along with the accompanying documentation, which together constitute the Statement of Compliance, as conclusive evidence that the municipality used its Municipal Funds in eligible uses as set forth by the Coronavirus Relief Fund requirements.

Signature of Responsible Person

Date

Please complete the Certification and return it to Shannon Joski, Denton County Director of Administration at crfcitygrants@dentoncounty.com by February 1, 2021.



DENTON COUNTY CORONAVIRUS RELIEF FUND
Disbursement of Municipal Funds to Municipality

Acknowledgement

I hereby acknowledge the intention in good faith, on behalf of my municipality, to participate in the CRF Compliance Forum. This acknowledgement does not constitute a legally binding commitment.

Name of City Participant

Signature of Municipal Official

Date

Please complete the acknowledgement and return it to Shannon Joski, Denton County Director of Administration at crfcitygrants@dentoncounty.com as soon as possible.

MEMORANDUM

To: All Denton County Mayors

From: Denton County Commissioners Court

Date: May 29, 2020

Re: COVID-19 Relief Funds – Next Steps

The purpose of this memorandum is to provide you with our proposed guidance and timetable on our next steps, in order to receive your allocated disbursement from the Coronavirus Relief Fund (“Municipal Funds”).

NEXT STEPS

- (1) Paperwork. Please review all of the materials included in this package. If you have questions, please call the County Judge’s office at (940-349-2820) or email Shannon Joski at crfcitygrants@dentoncounty.com.
- (2) Acknowledgment. Please sign, date and return the Acknowledgement (included) to confirm your willingness to participate in the CRF Compliance Forum.
- (3) Request for Information. Please respond to our request for information. In advance of funding, we are requesting each municipality to provide us with the following: (a) a budget for the use of the Municipal Funds (the “Budget of Expenditures and Description of Eligible Uses”) and (b) a copy of your resolutions, if any, approving Economic Development Programs contemplating the use of Municipal Funds under Texas Local Government Code Chapter 380. Upon receipt of these materials, we shall immediately review them for compliance.
- (4) Interlocal Agreement (ILA). Please sign the attached ILA between the County and City and return it to the County.
- (5) Funding. Once we receive the signed documents and requested information and it is determined to be acceptable, we shall, as quickly as possible, transfer the agreed-upon funds to you.
- (6) CRF Compliance Forum. See attached copy of the Memorandum presented in our May 22nd meeting.

TIMETABLE

Following is our proposed timetable for the above steps.

Commissioners Court Approval:	May 29, 2020
Return Acknowledgement:	As soon as possible
Return Requested Information:	As soon as possible
Begin Funding:	Timely, upon receipt of Requested Information
Begin Forum Meetings	June 17, 2020

Thank you in advance for your cooperation. We look forward to working together to make the rollout of these funds a huge success to our communities. If you have any questions, please do not hesitate to contact your County Commissioner or the County Judge's Office.

C: Monica Latin, Bruce Hendrick and Ted Harrington
of Carrington Coleman, Sloman & Blumenthal, LLP