

Local Government Emergency Fund (LGEF) Reimbursement Filing Requirements

A county or municipality that has qualified for an allocation of funds under the LGEF must apply the Division for reimbursement of eligible costs by December 10, 2020. The Division has developed a standard Excel-based workbook that was distributed to counties and municipalities by EGG Notice on October 30th. A copy of the Excel-based workbook is available at:

<https://www.nj.gov/dca/divisions/dlgs/programs/lgef.html>

Use of the workbook is mandatory for each county and municipality seeking reimbursement under the Program.

Accurate use and filing of the workbook and all relate documentation is critically important to this grant process. Expeditious filing of the required expense reimbursement supporting documentation is essential to meet the CARES Act's December 30, 2020 deadline for the disbursement of funds.

Next Steps:

All counties and municipalities are required to enter their reimbursement data into the Division's standardized Excel-based Workbook template. The workbook contains fifteen (15) tabs:

- Cover Sheet
- Ten (10) Expense Categories
- Grant Budget Modifications
- Duplication of Benefits
- Notes
- Certification

1. Upon completion of the workbook, each tab must be printed. Each expense category tab must act as a cover sheet for each expense category. The relevant expense detail support documentation must be placed behind the cover sheet in the same order reflected on the expense category cover sheet.
2. Counties and municipalities are required to submit reimbursement requests to the Division in PDF format via email to LGEF@dca.nj.gov. A hard copy is to be submitted to the Division within seven (7) days.
3. Each reimbursement request should be submitted with the documentation in the following order:
 - I. Chief Administrative Officer/Chief Financial Officer Certification.
 - II. Cover Sheet
 - III. Grant Budget Modifications
 - IV. Duplication of Benefits
 - V. Notes

VI. Expense Category Cover Sheet with comprehensive supporting documentation.

Counties and municipalities are required to save and submit their expense reimbursement in PDF file format with the following naming convention:

<<municode>>_county or municipality name _LGEF Reimbursement.

(Example: 0101_Absecon City_ LGEF Reimbursement)

The PDF file transmitted to the Division must be no larger than 12 MB to accommodate file size restrictions in email exchange servers. If the PDF file exceed 12 MB, counties and municipalities must split the submission into multiple emails or provide zip file or drop box access. When submitting multiple files, add “file number 1 of X”, “2 of X,” etc. to the naming convention above.

It is imperative that counties and municipalities adhere to these filing requirements to expedite the review, approval and timely disbursement of CARES Act funds. Failure to adhere to the filing requirements will delay review and may jeopardize your expense reimbursement claim.

Agreements:

Upon review and approval of LGEF applications, the Division will forward counties and municipalities a LGEF Grant Agreement. The Grantee’s Chief Administrative Officer will sign the Grant Agreement on page 2. The Recipient information on page 14-15 and Recipient Appropriations Line Items & Reimbursement Amounts (Exhibit A) must also be completed and signed by the Chief Administrative Officer. Exhibit A will be provided in Word format to allow local units to copy and paste from their LGEF application.

LGEF Grant Agreements must be returned on or before the date of submission of the Expense Reimbursement Request.

Counties and municipalities are required to save and submit their LGEF Grant Agreement in PDF file format with the following naming convention: <<municode>>_county or municipality name _LGEF Grant Agreement. (Example: 0101_Absecon City_ LGEF Grant Agreement).