**Coronavirus Relief Fund (CRF) Request / Suggestion**

The CRF may only be used to cover costs that:

 1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);

2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and

3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Please submit completed forms to Jenny Boyden at [jenny.boyden@maine.gov](mailto:jenny.boyden@maine.gov).  Forms will be tracked and routed through the process.

Additional pages may be attached as necessary.

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| **Department** | **Date** |
| **Key Contact** | **Amount of Request** |
| **Description of proposal (include information to support compliance with US Treasury guidance)** | |
| **Is other federal COVID funding available for this purpose?   ( Yes or No )** | |
| **If yes, please identify the available funding source and indicate why CRF is being requested.** | |
| **Which program has legislative authority to carry out this proposal?** Please identify the program and applicable statutory reference. | |
| **How will you track and monitor these expenditures?** | |

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| **Reviewed by:** | **Date – Decision/Notes** |
| OSC |  |
| OC |  |
| Governor’s Office |  |