



**DEPARTMENT OF HEALTH**  
*Robert R. Neall, Secretary*

**DEPARTMENT OF BUDGET AND MANAGEMENT**  
*David R. Brinkley, Secretary*

November 9, 2020

Dear County Leaders and Local Health Officers:

The deadline for state and local governments to spend their Coronavirus Relief Funds (CRF) provided to us under the federal CARES Act is almost upon us. It is critical that we ensure all federal CRF funds are spent by December 30, 2020.

The Department of Budget and Management (DBM) and the Maryland Department of Health (MDH) have recently received inquiries about whether there will be an extension of this date. Unfortunately, this deadline is statutory and can only be changed through congressional action; from all indications, you should not presume any extension is likely.

It is vital that you ensure your county has spent all of its CRF funds prior to December 30, 2020. Guidance from the United States Treasury Department is clear that the term “spent” means truly spent, not encumbered. There are very limited exceptions to this definition.

It has come to the State’s attention that, just 50 days from the statutory deadline, local governments have not spent all of their CRF funds provided through the State or directly from the United States Treasury. This applies to both county governments and local health departments. Therefore, we are writing to offer our assistance to you to make sure that no federal dollars go unspent.

Please contact the state Departments of Commerce or Housing and Community Development if your county is interested in piggybacking on, or supplementing, state programs. You may also contact the staff at DBM or staff at MDH with questions about what types of costs are allowable.

We also want to stress the importance of purchasing PPE to meet the anticipated surge of coronavirus cases. Specifically, MDH is urging all your counties to have at least a 60-day supply of critical PPE, such as gloves, gowns and masks.

MDH is providing an Excel workbook. The following information is listed in a separate worksheet for each jurisdiction:

1. Current PPE cache levels in each jurisdiction
2. “Burn rates” attributed to each jurisdiction
3. Current number of days on hand for each PPE type in each jurisdiction
4. Gap in days on hand based on 60 day recommended stockpile for each PPE type
5. Recommended order quantity for each PPE type for each jurisdiction

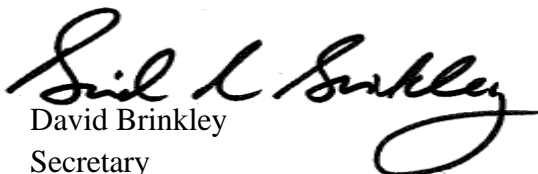
Also attached is a spreadsheet for Statewide PPE and Supplies Contracts that identifies Department of General Services (DGS) issued contracts that can be utilized by Local Jurisdictions to purchase PPE. Line items that include a Contract Number identified have been finalized, which counties may use as the Blanket Purchase Order number in order to make purchases. DGS is working to finalize the remaining contracts listed on the spreadsheet. Please note that there is a Primary, Secondary, and Tertiary order ranking for the purchasing of each PPE type that must be followed. DGS and MDH stand ready to guide you through this process as needed.

The State strongly believes that the most important use of any remaining CRF funds is to ensure that local jurisdictions have an ample supply of PPE, whether they belong to the county government or the local health department.

Finally, we want to let you know that the State will not be providing any reimbursements to local health departments beyond December 15. Any remaining funds at that time will be returned to the State to ensure that we have sufficient PPE at the state level, as we are the last backstop in the PPE supply chain. An exception will be made for any PPE that has been ordered, but not yet received.

If you have any questions, or if you need any additional information, please contact DBM Deputy Secretary Marc Nicole at [marc.nicole@maryland.gov](mailto:marc.nicole@maryland.gov) or Atif Chaudhry, MDH Acting Deputy Secretary of Operations at [atif.chaudhry@maryland.gov](mailto:atif.chaudhry@maryland.gov).

Sincerely,



David Brinkley  
Secretary

Department of Budget & Management



Robert Neall

Secretary

Department of Health