



# MN COVID-19 Funding

**Reporting Overview**

**August 4, 2020**

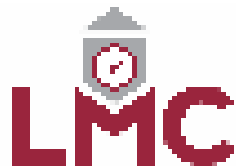
# Local Government Support



## Association of Minnesota Counties

125 Charles Avenue  
St. Paul, MN 55103-2108  
Main Line/Switchboard: 651-224-3344  
| Office Fax: 651-224-6540

**Central Clearinghouse for  
Frequently Asked Questions**



## League of Minnesota Cities

145 University Ave. W, Saint Paul, MN  
55103-2044  
Phone: (651) 281-1200 | Toll-Free:  
(800) 925-1122

**Central Clearinghouse for  
Frequently Asked Questions**



## Minnesota Association of Townships

(800) 228-0296  
info@mntownships.org  
FAX: (763) 497-3361

**Central Clearinghouse for  
Frequently Asked Questions**

**Disbursement and Certification  
MN DEPARTMENT OF REVENUE**

**CRF Fund Tracking and Reporting  
MMB/MN COVID RESPONSE ACCOUNTABILITY OFFICE**

# AGENDA

- Announcements
- Reporting overview
- Introduction to reporting form
- Questions

## ANNOUNCEMENTS

- Instead of completing an online form, cities will download an excel document and return it to MMB for each reporting period.
- Email reports to [CRAOffice.MMB@state.mn.us](mailto:CRAOffice.MMB@state.mn.us)
- Reports are due to MMB seven business days after end of each reporting period.
  - July report due August 11th (only for those who received funds before 07/25/20).
  - A full reporting schedule will be made available.

## REPORTING OVERVIEW

- Local governments should report only to MMB (not federal government).
- MMB will publish local spending reports monthly:
  - Overview of local spending.
  - List of local governments who did/did not report their spending for the period.
- Local governments should be prepared for significant media interest.
- Reporting requirements may change as additional federal guidance becomes available.
  - Final narrative reports may be requested.

# INTRODUCTION TO REPORTING FORM



Local Government Expenditure Report		
Name of Local Government (this will autopaopulate based on your SWIFT Supplier ID)	SWIFT Supplier ID #	Date Submitted
Name and Title of Person Filling Out Form	DUNS/SAMS Number	Phone Number
	#N/A	
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
	\$ -	\$ -
Select "Final" in the box to the right if all available CRF funds have been spent and this will be your final report.		Total Obligated to Date (this amount will autofill)
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF) awarded by Minnesota Management and Budget.	Amount of CRF Remaining (this amount will autofill)	\$ -
	\$ -	

## REPORT DEMO

- Introducing Josh Botnen, Assistant Director of the COVID-19 Response Accountability Office
- Josh will walk us through the reporting form in detail.

## REPORT SUBMISSION

- The reporting form and all relevant information will be available for download on the MN COVID-19 Response Accountability Office website: <https://mn.gov/mmb/covid-19-response-accountability-office/>.
- Please direct reporting questions to your local government association, who will pass them on to MMB.



## RESOURCES

- Coronavirus Relief Fund, Guidance for State, Territorial, Local, and Tribal Governments (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> )
- Coronavirus Relief Fund Frequently Asked Questions (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf> )

# QUESTIONS?

Contact your local government association, or email to

[CRAOffice.MMB@state.mn.us](mailto:CRAOffice.MMB@state.mn.us)