



Local Government Reporting Process

10/23/20

- Key points
- Report form instructions
- More information
- CRF Eligibility
- Key points repeated
- Resources

- Reports are due to MMB seven business days after the end of each month. The next report is due **Tuesday, November 10**
- Report form is available here: <https://mn.gov/mmb/covid-19-response-accountability-office/local-governments/>
- Reports should be cumulative
- If you have no expenses to report, please submit a \$0 report
- **Timeliness is very important with these reports**
- Contact CRAOffice.MMB@state.mn.us with any questions

Walk-through of Report Form

Local Government Expenditure Report		
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)	10 digit SWIFT Supplier ID # (begins with 0000) Select this link for SWIFT ID list	Date Submitted (Enter in MM/DD/YYYY Format)
#N/A		
Name and Title of Person Filling Out Form	DUNS Number (Select this link for more information)	Phone Number (enter 10 digits without spaces or dashes)
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
	#N/A	\$ -
Use the drop down in cell D14 to select " Interim " if your agency has any unspent funds and " Final " in the box if all available CRF funds have been spent and this will be your final report. 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), CFDA Number 21.019 awarded by the State of Minnesota.		
	Amount of CRF Remaining (this amount will autofill)	
	#N/A	

Report Form Instructions

- You only need to download the form once, then continue to add to it each month.
- Open the report in Excel and save to your computer following the naming convention from cell C5 (ex.: RochesterCity_August2020).
- Enter your city's 10-digit SWIFT ID and 9-digit DUNS number in cells D9 and D11, as well as other identifying information.
- Mark the report "Interim" or "Final" in cell D14.
- Fill in your expenses in the appropriate columns (July expenses in Column E, August expenses in Column F, etc.). Each report should reflect all expenses to date.
- You must include a description in Column C for each category in which you report expenses.
- Save the worksheet, and use the link in cell C5 to email the report to CRAOffice.mmb@state.mn.us.

- **Most popular spending categories:**
 - Payroll for Public Health and Safety Employees
 - Small Business Assistance
 - Budgeted Personnel and Services Diverted to a Substantially Different Use
- **Upcoming due dates:**
 - Reports for the period ending October 31 are due on November 10
 - These reports should be named, “YourCityName_Oct2020”
 - FINAL reports for the period ending November 15 are due on November 24
 - These reports should reflect all expenses through November 15 AND the transfer of your remaining funds to your home county (or specified hospital for cities and towns in Hennepin or Ramsey counties)
 - Reports should show a \$0 balance remaining, and be marked “FINAL” in cell D14

Which expenses are eligible?

1. Those that 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 covered period (March 1, 2020 – November 15 for cities and towns).

Funds must be **expended** by November 15. There are two exceptions to this rule:

1. CRF eligible payroll expenses incurred through November 15
2. Eligible items ordered for delivery prior to November 15 that have not been received **due to supply chain disruption**

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- **Coronavirus Relief Fund, Guidance for State, Territorial, Local, and Tribal Governments:** <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-TerritorialLocal-and-Tribal-Governments.pdf>
- **Coronavirus Relief Fund Frequently Asked Questions:** <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>
- **MMB Frequently Asked Questions:** <https://mn.gov/mmb-stat/crao/faqs-for-local-governments-as-of-sept-25-411pm.pdf>

CRAOffice.MMB@state.mn.us

Please direct questions and comments to
your local government association or

CRAOffice.mmb@state.mn.us

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