

## CARES Act Coronavirus Relief Fund (CvRF) Reporting – Instructions for Municipal Funding Recipients

Due Date: December 3, 2021

*Notes: After submission of this report, remaining amount to be reported should be \$0 or greater. If greater than \$0, the municipality will owe the difference to the Commonwealth in the close out process.*

1. Please use the attached final reporting template for your reporting submission.
  - a. This template replaces the Round 6 template previously distributed. This final reporting template includes updated application and reporting data. Please do not use previous templates.
  - b. If your municipality submitted an approved round 6 report, the data is incorporated in the new template. If your municipality's round 6 report was not valid, the data is not included and should be corrected in the final report. Many reports were not accepted as they included rejected expenditures from Reconciliation Period applications.
  - c. For municipalities unable to reconcile previous reporting submissions, A&F is offering the opportunity to "start over" reporting. This constitutes A&F removing all data previously reported and providing an updated template where a municipality can include all costs incurred on CvRF. Please reach out to A&F if your municipality would like to exercise this option.
2. Complete the reporting template<sup>1</sup>:
  - a. On the "Start Here" tab:
    - i. Select the municipality, enter contact information, and review key reporting data points.
    - ii. Read the Certification section and certify by entering your name and email address in the certification field.
    - iii. Review submission steps, upload notes, and Treasury OIG definitions.
  - b. On the "Contracts", "Grants", "Transfers", "Direct Payments" tabs:
    - i. Enter information for each expenditure that you have made with CvRF funds in the appropriate tab based on whether it is a contract, grant, transfer to a government entity, or direct payment to an entity.
    - ii. As FEMA is now reimbursing at a 100% reimbursement rate, costs eligible for FEMA reimbursement should not be reported. Costs previously reported as FEMA reimbursable were centrally removed in a previous reporting submission.
    - iii. Applications do not serve as reports. Approved expenditures from Reconciliation Period applications can be copied/pasted into reports if not previously reported.
  - c. On the "End Here" tab:
    - i. Review summary information to verify amount reported. Amount reported cannot exceed amount received.
    - ii. Complete checklist to ensure template is populated accurately and completely.
3. Submit the template:
  - a. Go to the submission form:  
[https://massgov.formstack.com/forms/reporting\\_municipal\\_covid19\\_spending](https://massgov.formstack.com/forms/reporting_municipal_covid19_spending)
  - b. Enter the password: **Gwskd59q**
  - c. Complete the required fields for your municipality.
  - d. Upload your completed Excel sheet.
    - i. *Note: If your municipality has fully reported all CvRF expenditures, check the "No New Expenditures" box. You do not need to upload a template.*
  - e. Click "Submit Form".

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<sup>1</sup> If your municipality has fully reported all CvRF expenditures, please skip to #3