

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

Due Date: June 4, 2021

Note: Please read these instructions in their entirety. Instructions are included for municipalities that may not have new expenditures to report in this submission.

1. Please use the attached template for your reporting submission.
2. Complete the reporting template¹:
 - 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 or committed to making 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. **Note: As FEMA is now reimbursing at a 100% reimbursement rate, costs eligible for FEMA reimbursement should not be reported. Additions, adjustments, or removals from the previous reporting submission can be captured in this template. Please review the Overview section of the “Start Here” tab for additional details.**
 - c. On the “End Here” tab:
 - i. Review summary information to verify amount reported.
 - 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
 - b. Enter the password: **Gwskd59q**
 - c. Complete the required fields for your municipality.
 - d. Upload your completed Excel sheet.
 - i. *Note: If your municipality does not have new expenditures to report in this submission, check the “No New Expenditures” box. You do not need to upload a template.*
 - e. Click “Submit Form”.

¹ If your municipality does not have expenditures to report for this period, please skip to #3