

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. If less than \$0, the municipality will need to submit a Reconciliation Period application for the inverse of that amount.

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. Costs previously reported as FEMA reimbursable were centrally removed in a previous reporting submission.
 - iii. Note: 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 has fully reported all CvRF expenditures, check the “No New Expenditures” box. You do not need to upload a template.
 - e. Click “Submit Form”.

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