



CRF Guidance and Reporting Webinar

September 8, 2020

AGENDA

1

Overview of Webinar

(Brad Ferland, Deputy SoA)

2

Process and Policy Guidance

(Lina Hashem, Guidehouse Team)

3

Treasury Reporting on CRF Obligations and Spending

(Lina Hashem, Guidehouse Team)

4

Statewide Transparency Reporting

(Justin Kenney, Vermont AOA, and Josiah Raiche, Vermont ADS)

5

Q&A

OVERVIEW OF WEBINAR



PROCESS AND POLICY GUIDANCE

PROCESS FOR GRANTS AND EXPENSES

Grants

1

Grant Design Questionnaire

One questionnaire per program, due 1-2 weeks before launch

2

Required Grant Mitigation Actions

Questionnaire Response Memo, risk mitigation steps

3

Grant Design Approval

Funds released contingent on following mitigation steps

4

Launch Grant Program

CRF Grant Assurances, Grant Award Template, 1099 G Requirements

5

Exhaustion of Funds

Notify Deputy SoA immediately and identify remaining unmet needs

Contracts, Transfers, and Direct Payments (Operating Expenses)

1

Expense Questionnaire

For all entities using CRF for COVID-19 operating expenses

2

Eligible Expense Memo

Alignment of expenses with CRF guidance, risk mitigation steps

3

Expense Approval

Funds released to the CRF entity by the Deputy SoA

REPORTING DEADLINES

For each quarter, CRF Appropriation Recipients will submit interim reports to the State to cover incremental monthly reporting periods that cumulatively add up to a final quarterly report for each quarter, as shown in the table below.

| Reporting Period | Due on |
|------------------------------------|--------------------|
| March 1 – June 30, 2020 (4 months) | September 11, 2020 |
| July 1 – July 31, 2020 | September 18, 2020 |
| July 1 – August 31, 2020 | September 25, 2020 |
| July 1 – September 30, 2020 | October 2, 2020 |
| October 1 – October 31, 2020 | November 13, 2020 |
| October 1 – November 30, 2020 | December 11, 2020 |
| October 1 – December 31, 2020 | January 6, 2021 |
| January 1 – January 31, 2021 | February 5, 2021 |
| January 1 – February 28, 2021 | March 5, 2021 |
| January 1 – March 31, 2021 | April 5, 2021 |
| April 1 – April 30, 2021 | May 7, 2021 |
| April 1 – May 31, 2021 | June 4, 2021 |
| April 1 – June 30, 2021 | July 6, 2021 |
| July 1 – July 31, 2021 | August 6, 2021 |
| July 1 – August 31, 2021 | September 7, 2021 |
| July 1 – September 30, 2021 | October 6, 2021 |

Rows shaded in green mark the end of each quarterly reporting period.

UNEXPENDED AND UNOBLIGATED FUNDS

By December 11th, 2020...



Submit CRF Treasury Report (October 1 – November 30, 2020)



Report unexpended and unobligated funds to the Commissioner of Finance and Management and the Deputy SoA

By December 20th, 2020...



AOA will withdraw any unexpended/unobligated funds for redistribution

On December 30th, 2020...



CRF expiration deadline



TREASURY REPORTING ON CRF OBLIGATIONS AND SPENDING

REPORTING AND RECORDKEEPING EXAMPLE

Scenario Description: DHCD Rehousing Recovery Program



- Vermont Act 137 appropriated \$6,200,000 in CRF funding to the Agency of Commerce and Community Development (ACCD) Department of Housing and Community Development (DHCD) to implement the Re-Housing Recovery Program.
- DHCD will provide grants to five homeownership centers to administer a grant program where individual property owners can apply for CRF funds to renovate vacant and/or blighted property to make rental units available to people who face homelessness or the risk of homelessness.

Recipient Types



- CRF Appropriation recipient
- Prime recipient
- Pass-through entity
- Subrecipient
- Beneficiaries

Reporting to the first subrecipient level

Documentation and Recordkeeping



Record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government or non-profit entities that received transfers of CRF payments from prime recipients.

All recipients must maintain records for 5 (five) years after the final CRF payment is made.

OBLIGATIONS AND EXPENSES

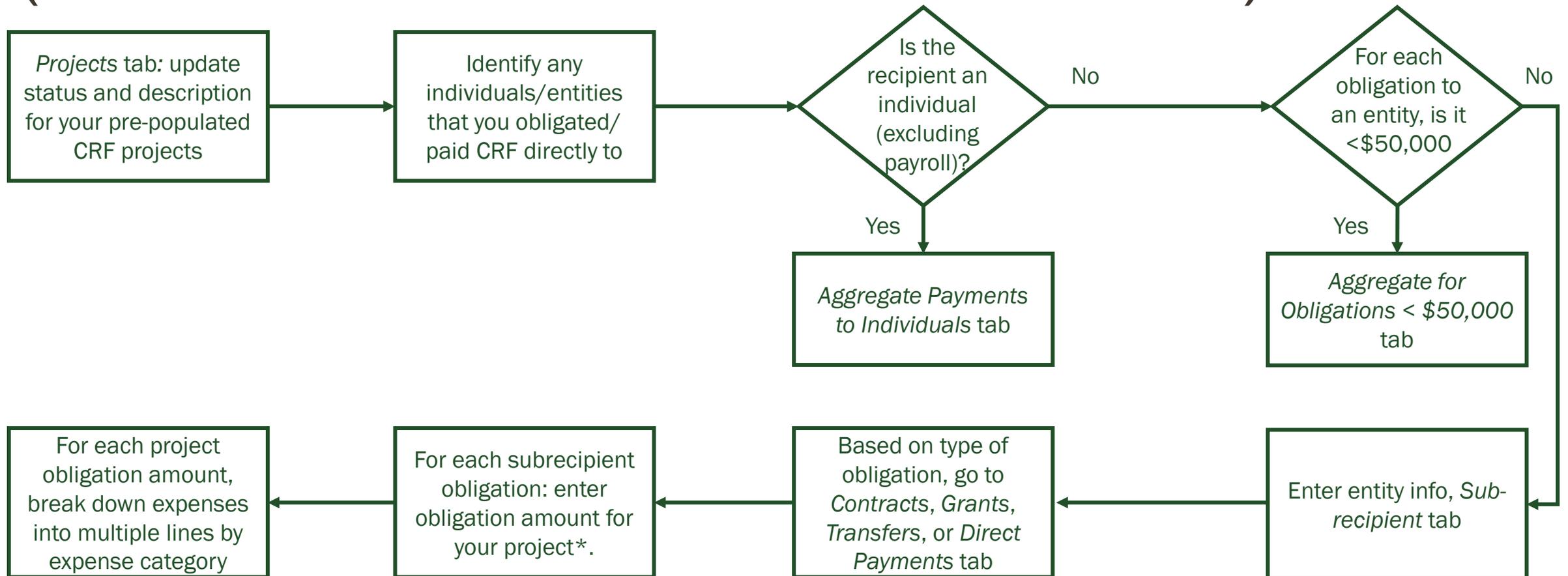
Obligation

A commitment to pay a third party with CRF proceeds based on a contract, grant, loan, or other arrangement.

Expense

The amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity).

TREASURY REPORTING TEMPLATE PROCESS (FOR CRF APPROPRIATION RECIPIENTS)



* If you have one obligation (e.g. contract) that covers expenses for multiple projects, reach out to us for additional reporting guidance.

PAYROLL REPORTING

- If the prime recipient provides funding (e.g. grant) to a subrecipient, which is then used to cover payroll expenses, report this as an obligation in the *Grants* tab and select the appropriate payroll expenditure category for the associated payroll expenses.
- In the absence of clear guidance on how to report the prime recipient's own payroll expenses, please report such expenses in the *Direct Payments* tab, listing your DUNS number in the Sub-recipient Organization data field.
- If Treasury issues further guidance on payroll expense reporting, we will share it with all CRF Appropriation Recipients to ensure reporting compliance.

REPORTING CORRECTIONS

- The first quarter report (March 1 – June 30, 2020) using the CRF Treasury Reporting Template will be used as the official reporting baseline for the State’s Treasury reporting. Please ensure that your reports include accurate, updated actuals, even if they differ from what you reported/estimated for the CRF interim report.
- Quarterly reporting corrections
 - **From one quarter to another**
 - Example: \$100,000 contract in Q1 expanded to include additional scopes of work for \$50,000 in Q2.
 - Contract amount, Q1 = \$100,000
 - Current quarter obligation, Q1 = \$100,000
 - Contract amount, Q2 = \$150,000
 - Current quarter obligation, Q2 = \$50,000
 - **From one month to another, within the same quarter**
 - Reflect changes in the final report in the quarter, replacing both the obligation amount and current quarter obligation with the new information

CRF TREASURY REPORTING TEMPLATE - DEMO

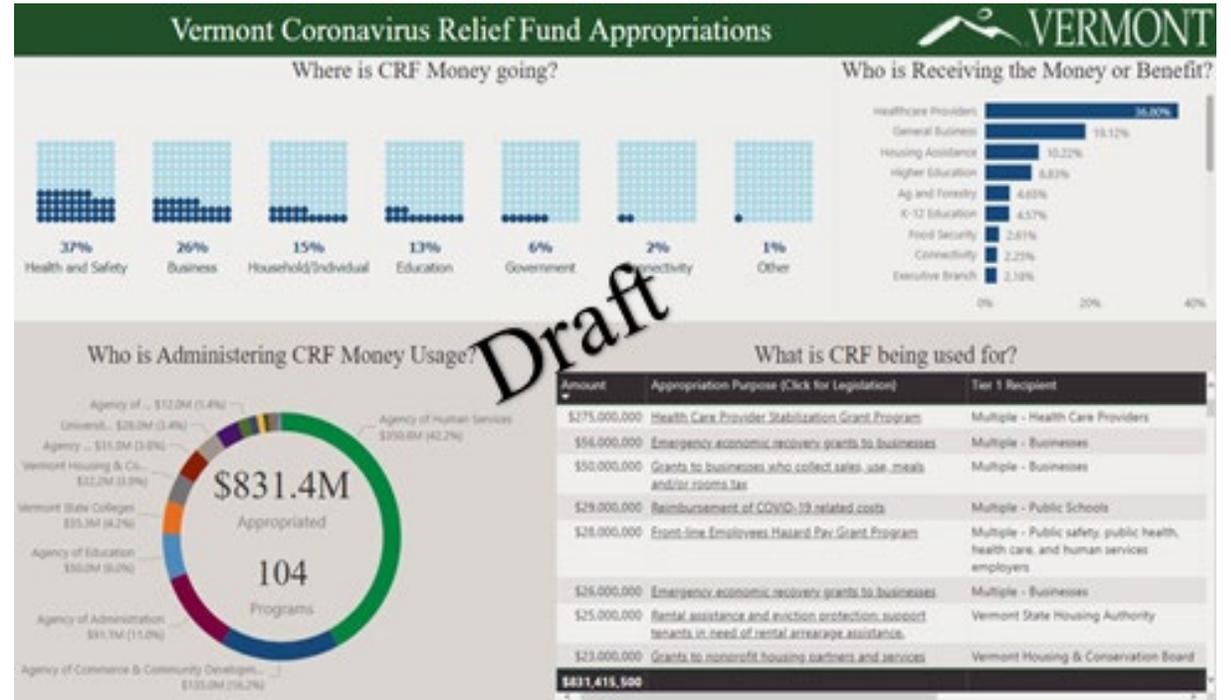
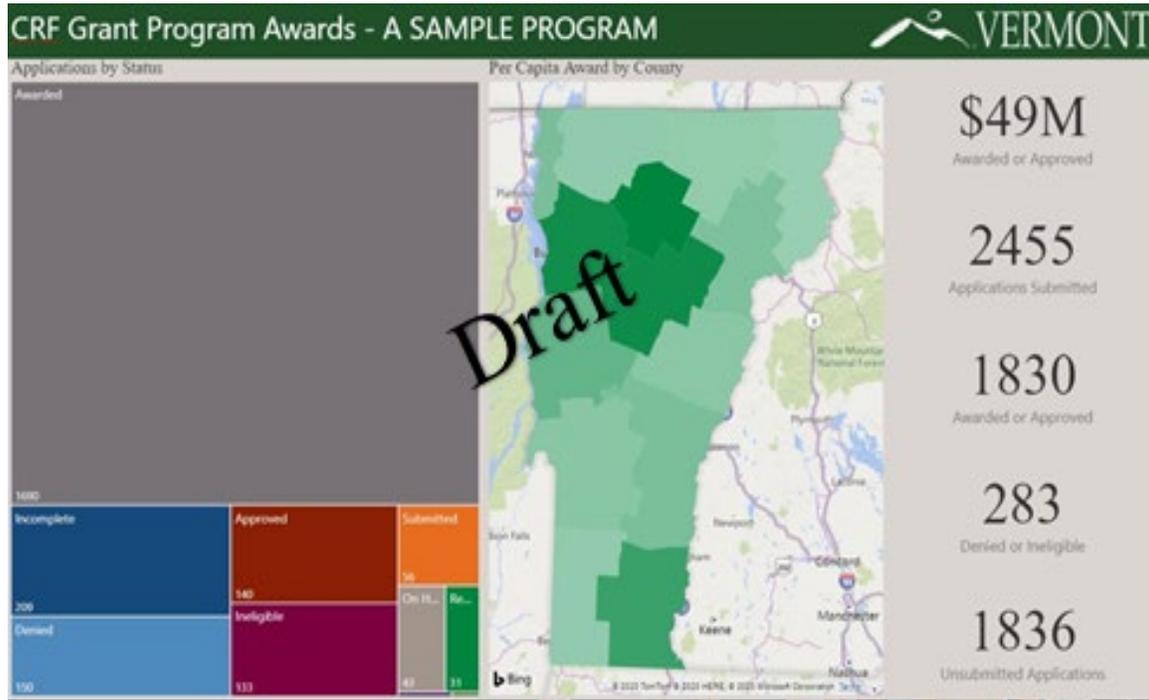
An Agency received an appropriation for COVID-19 related expenses in Act 138, Section X for \$460,000. From this appropriation, during the period March 1 through June 30, the Agency:

- Entered into a new contract on March 30 with *Joe's Impact Studies* for a COVID-19 Impact Study. The contract amount was \$100,000, and is payable only upon delivery of the report, which was June 15. You issued the payment June 25th.
- Expanded a call center contract with *Best Call Centers* to handle additional COVID-19 related calls, for a total CRF-related contract value increase of \$80,000. That expanded contract is for a period from April 1 through November 30, payable at \$10,000 a month. As of June 30, you have made one payment in the amount of \$10,000.
- Bought licenses for an eCollaboration website *WorkRemote* to allow for better remote working. These were purchased with a PO off an existing state master contract, for a total of \$10,000. This has been paid.
- Bought scanners from *Jane's Scanners* to allow limited in-office workers to scan documents needed by remote workers. These were purchased with a PO off an existing state master contract, for a total of \$40,000. This has been paid as of April 4.
- Bought another scanner from *Jane's Scanners* based on the need demonstrated from the first scanner. This was purchased with a new PO off the same existing state master contract, for a total of \$15,000. This has been paid as of April 25.
- Bought laptops from *Helgo's Laptops* for staff that previously had desktops, to allow the staff to work from home. These were purchased with a PO off an existing state master contract, and cost \$45,000. As of June 30th, you had ordered them but not received or paid for them yet.



STATEWIDE TRANSPARENCY REPORTING

TRANSPARENCY REPORTING DASHBOARD



Q&A

*Please email any additional questions to
[ADM.CRFData@vermont.gov].*