

State of Vermont Agency of Administration
Corona Relief Funds (CRF)
Supplemental Guidance for Reporting CRF Interdepartmental State Payments
Effective Date: October 2, 2020
Updated: October 2, 2020

Introduction

For Prime Recipients who receive invoices or charges from other Vermont state agencies or departments (i.e., BGS, BGS Purchasing Card, ADS, DHR, etc.) for COVID 19 related (CRF eligible) expenses, this guidance is being issued to provide instructions on reporting these specific expenditures in order to meet the reporting requirements of the U.S. Department of Treasury.

Part 1: CRF Reporting Requirements for Interdepartmental payments to other departments in State government (Bill backs and Direct Payments)

A) Revised Treasury Reporting Template—Issued October 2, 2020

The October 2 Revised Treasury Reporting Template includes two addition tabs entitled: Bill Back Detail, and Bill Back Supplier List. These tabs will be used to report on Interdepartmental payments to other state agencies of departments that are CRF qualified expenses.

B) Bill Back Detail Tab

Part 1 Aggregate Reporting for payments to individuals

On this tab you will report any payments you made (in aggregate) to other state agencies for staff time or work performed on your behalf which is eligible for CRF funding. This would include ADS support services and project management, or any other staff costs billed to you from another department.

Part 2 Contract and/or Direct Payments

This is where you will report any Obligations and/or Payments which were made to a supplier for CRF related expense by another department on your behalf and billed back to you (Property Management Bill Backs, ADS Equipment charges, etc.). In Part 2, Column D, you must select the individual supplier who was paid by another state agency on your behalf from the drop-down menu. You can obtain this information by looking at your back up for your voucher payment to the SOV department who billed you (i.e. ADS SharePoint billing site, AoA Billing folder, etc.).

If your supplier is not listed on the drop down menu in Column D, you are able to add your supplier on the tab entitled “Bill Back Supplier List” and then you will be able to select them from the drop down menu. **For any suppliers that you add to the Supplier list tab, you must take their name and address information directly from VISION and they must match exactly to their VISION supplier information.**

For BGS Purchasing Card Payments, you should report on any single payment to a vendor under \$50,000 in the ‘Aggregate for Obligations<\$50K’. If you made any CRF related payment to a vendor for greater or equal to \$50,000, you should report it in the ‘Bill Back Tab’ in Part 2 using the Supplier list in Column D.

To provide further clarification and guidance, please see the following chart for details about how to report these Bill Back payments to other SOV agencies/departments that are CRF eligible expenses for your department.

Category	Normal Reporting	Bill Back Tab
Purchasing Card	Single payment to vendor under \$50K report in 'Aggregate for Obligations <\$50K'	Single payment to vendor >=\$50K report as direct payment using the Supplier List
Bill Backs	N/A	Report all payments for staff in Part 1 as an aggregate payment Report all payments for goods and services in Part 2 using the Supplier List
Statewide Contract	Single purchase order >=\$50K report in 'Contracts >=\$50K'	N/A
	Single purchase order <\$50K report in 'Aggregate for Obligations <\$50K'	