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Adam Greshin, Commissioner

TO: Financial Managers
FROM: Adam Greshin, Commissioner of Finance and Management
DATE: November 13, 2020
RE: Report to Finance & Management on CRF Spending Authority

With only 7 weeks before the end of the calendar year and less than 4 weeks before the next and last report to the Joint Fiscal Committee on the status of Coronavirus Relief Fund (CRF) spending, the time is rapidly approaching to take stock of all CRF appropriations and allocations. The goal is to provide a detailed and timely accounting to the Governor, no later than December 3rd, of precisely what has been spent and what spending authority is unlikely to be used.

Act 154 (Section B.1108) requires the Commissioner of Finance & Management to present a status report and make reallocation proposals to the Joint Fiscal Committee on November 5th and again on December 7th. To comply with Act 154, and to allow time to consider final reallocation proposals, Finance & Management is seeking an update on CRF spending authority. **Please answer the three questions below for base budget appropriations by November 23, 2020, and for one-time appropriations by December 1, 2020.** If you are unsure whether spending authority falls into a base budget appropriation or a one-time appropriation, please contact your budget analyst.

1. How much of your spending authority have you spent or obligated?
2. How much do you intend to spend or obligate by December 20, 2020?
 - a. For applicable departments please split this information into a separate column: How much do you intend to transfer via already existing legislative authorization, to where, and when? Please also provide the legislative reference.
3. How much do you anticipate will be available for reallocation to other statewide needs by December 20, 2020?

Please carefully consider the following points when providing the above information:

- Amounts designated available for reallocation will be reverted and reallocated immediately upon Joint Fiscal Committee approval. Departments should be prepared to work with Finance & Management to make this happen.
- In most cases, funds available for reallocation may be reported with precision. In some cases, estimates will be required. There is no benefit for under-reporting amounts available for reallocation. Unexpended and unobligated amounts will be swept after December 20th per Act 154 B.1108(a).

If your department must continue expending funds beyond December 20, 2020, please direct requests to continue spending to adm.budget@vermont.gov by December 1, 2020.

If your department has a request for additional spending authority that may be made available through statewide reversions and reversals, please direct requests to adm.budget@vermont.gov by **December 1, 2020**.

Thank you in advance for your help ensuring all CRF money is put to work for Vermonters. Please contact your budget analyst if you need assistance.