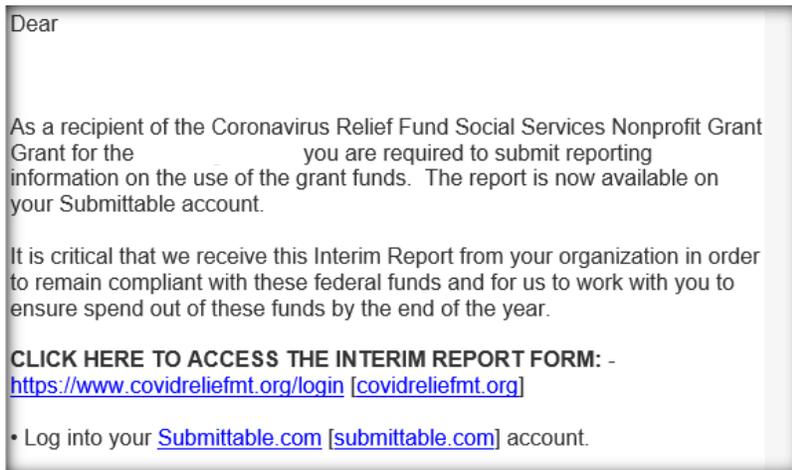


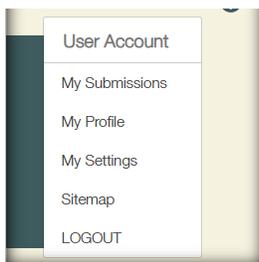
COVID grants received from various sources each have their unique reporting requirements. One common element of the grants is there is no 'double dipping' and expenditures cannot be applied to more than one grant. Regulations for the Paycheck Projection Program (PPP), as part of the CARES Act were revised multiple times during the summer and those loan forgiveness applications are starting to be accepted.

Organizations who've received Coronavirus Relief Funds (CRF) from the state of Montana must submit an interim report by 11/16/2020 through their account on the 'Submittable' portal of the CRF website. An email should have been received from State of Montana with the access to the interim report form.

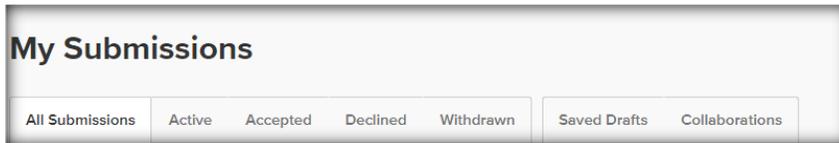


The report is periodically saved and can be completed in another sessions. The site is the same site used to apply for the grant. Below is how to access the site and general information on completing the form. Refer to the sample reports provided by MNA that show the content and format of each report.

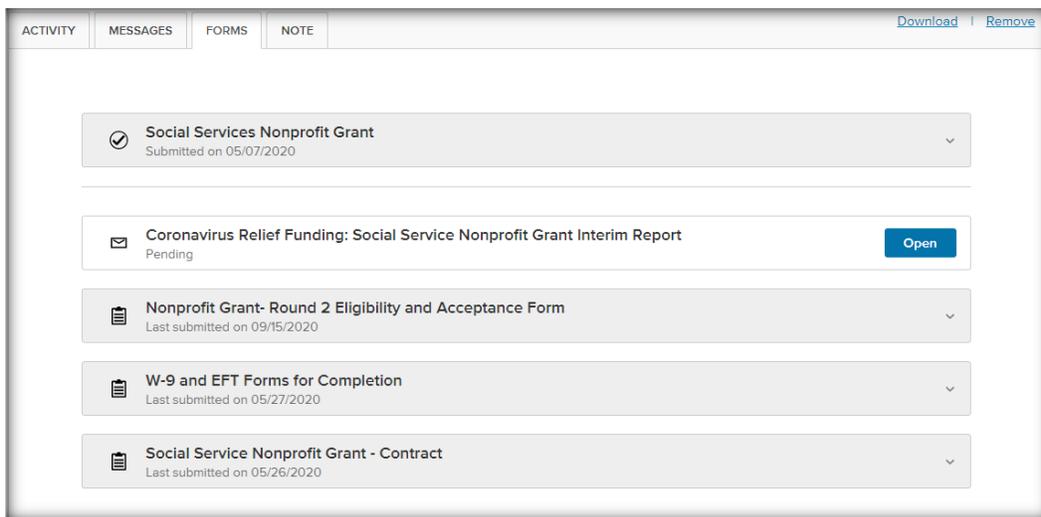
Once logged in, the drop down menu is in the upper right hand corner.



Go to My Submissions, click on the organization name to access the form for the grant received.



Go to the Forms tab to show the forms submitted and access the Interim Report that is due on November 16, 2020. If all the funds have already been expended the final report can be submitted. The final report will be due by January 30, 2021. Click the Open button (or continue once started) to access the report.



You will see the following information on the interim report for the grant received. Below the narrative is the form to complete.

Coronavirus Relief Funding: Social Service Nonprofit Grant Interim Report

Please complete Interim Report and submit by November 16, 2020.

It is critical that we receive this Interim Report from your organization in order to remain compliant with these federal funds and for us to work with you to ensure spend out of these funds by the end of the year.

Important Notes:

- The CFDA number for this source of funding is 21.019.
- Coronavirus Relief Fund grant awards must be expended no later than December 30, 2020.
- Expenses must be incurred during the period of March 1, 2020-December 30, 2020.
- In your accounting for these funds, please ensure that funded expenses aren't overlapping with other state and federal CARES ACT funding, such as Paycheck Protection Program expenditures.
- You are not required to submit copies of receipts for this Interim Report, but receipts may be requested as part of subrecipient monitoring at a later date.
- A Final Recipient Report will be due no later than January 30, 2021.
- Federal guidance on eligible expenses can be found here: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Name of Business/Organization: *

Information needed to complete the report:

- Name of organization
- EIN
- Indicate if the report is an interim or final report
- Amount of grant awarded – includes Round 1 and Round 2 payments if both were received
- Amount of expenses incurred and paid for out of the awarded funds as of 09/30/2020
- Amount of expenses obligated (commitment to make payment for goods and/or services not yet paid) as of 09/30/2020
- Descriptions of obligations
- Anticipated remaining balance of awarded funds not incurred or obligated by 12/30/2020
- Statement if organization will be able to spend the remaining grant
- Statement as to how the awarded funds were spent to help offset the negative impacts to the organization from the COVID-19 pandemic
- Details of eligible expenditures to-date for the following;
 - Payroll/salaries (Gross payroll and benefits but no payroll taxes)
 - Equipment purchases
 - Supply Purchases
 - Other expenses with descriptions
- Signature and certification

NOTE: In your Final Report, if your business or organization received in total more than \$50,000 in Montana Coronavirus Relief Fund grants, it will be required that you upload your general ledger detail from your accounting system for all liquidated expenses using the awarded funds. All expenses in the general ledger detail should match the amounts listed in the cost categories below on your final report. The Final Report will be due no later than January 31, 2021.