



Montana Nonprofit Association

Coronavirus Relief Fund (CRF) Reporting

Program Overview

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CARES Act

**Unemployment
Assistance**

**Paycheck Protection
Program**

State Aid – Coronavirus Relief Funds

**Health System
Funding**

Corporate Aid

MUCH MORE

- **Social Service Grants**
- **Business Sustainability**
- **Housing**
- **Food Bank**
- **School-Age Child Care**
- **Live Entertainment**
- **Stay Connected**
- **Safeguard Access**
- **Business Adaptability**
- **Business Innovation**
- **ETC...**



CRF Grants

All those administered by the Dept. of Health and Human Services

- Social Service — Rounds 1 (\$10K) and Round 2 (10%)
- School-Age Child Care
- Food Bank and Food Pantry Assistance
- Stay Connected
- Safeguard Access

OTHER PROGRAMS NOT COVERED HERE

REPORTS ARE DUE FOR EACH PROGRAM INDIVIDUALLY

BUSINESS ADAPTABILITY DOES NOT REQUIRE A REPORT

CRF Grants

All those administered by the Dept. of Health and Human Services

- Grant Funds can be used for ELIGIBLE EXPENSES FROM MARCH 1 — DECEMBER 30, 2020
- Any funds not expended by December 30, 2020 will be required to be returned, per Federal statute.
- Uses of funds CANNOT overlap with expenses covered by other CARES Act programs, such as Paycheck Protection Program loans.



CRF Grants

All those administered by the Dept. of Health and Human Services

- NOVEMBER 16, 2020 — INTERIM REPORTS DUE
- JANUARY 31, 2021 — FINAL REPORTS DUE



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CRF Grants

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- IF ALL FUNDS WERE SPENT BY SEPTEMBER 30, 2020, THE FINAL REPORT IS ALL THAT IS REQUIRED.
- IF TOTAL CRF GRANTS ARE MORE THAN \$50,000, A GENERAL LEDGER REPORT FOR EACH GRANT OF EXPENDITURES IS REQUIRED WITH FINAL REPORT



CRF Grants

All those administered by the Dept. of Health and Human Services

- GL Report is NOT an income statement or P&L. It must show account summaries and details of every transaction going into and out of the account.
- Must have separate reports for each grant, as separated by the CFDA Number.
- You can find the CFDA number in the contract of your grant award AND at the top of the grant report.



CRF Grants

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General Ledger Report

FreshBooks Support
For Jan 1, 2018 - Dec 31, 2018

Petty Cash (1000-1)
Cash

Transaction / Reference	Date / Client / Note	Debit	Credit
Expense	Jan 31, 2018		50.00
Expense	— Phone Bill		
Expense	Feb 3, 2018		50.55
Expense	Jill Smith Ads for recruiting clients.		
Other Income	Mar 1, 2018	340.00	
Etsy	— —		
Credit	Mar 19, 2018	100.00	
Credit Note	Jill Smith Overpayment: invoice #ST000000042, Credit		
Net Movement		339.45 CAD	



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CRF Grants

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- Most Common Eligible Expenses (Other categories are allowed, as long as not expressly prohibited):
 - **Payroll**
 - Can include both wages and benefits. Can NOT include Payroll Taxes
 - **Equipment**
 - Non-expendable property with a useful life >1 year and a unit cost of >\$5,000
 - **Supplies**
 - Consumable materials costing less than \$5,000, include health and safety supplies
 - **Other Operating Expenses**
 - Rent, Utilities, Training, Fee Offset (Childcare)
 - Can NOT Prepay 2021 Expenses (e.g. Mortgage) AND Can NOT Sub-grant Funds

CRF Grants

All those administered by the Dept. of Health and Human Services

- Grant Report Forms can be found at:

covidrelief.mt.gov/login

- Report will be found under “My Submissions” in the profile of the person who submitted the original grant proposal.



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CRF Grants

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- Visit mtnonprofit.org/crf_reportingresources/ for FAQs and support



Montana Nonprofit Association

Free MNA Help Desk

30-minute of individual support



Accounting Expertise

Individual Consultation on Fund Accounting

DIRECT YOUR QUESTIONS TO MNA AND WE WILL ROUTE/REFER TO THE STATE IF WE CAN'T ANSWER



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QUESTIONS?



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