Coronavirus Relief Fund (CRF) Reporting

Program Overview
November 10, 2020 | 2:00p MST
CARES Act

State Aid — Coronavirus Relief Funds

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

Unemployment Assistance

Paycheck Protection Program

Health System Funding

Corporate Aid

MUCH MORE

Montana Nonprofit Association
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
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

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

## General Ledger Report

*FreshBooks Support*

For Jan 1, 2018 - Dec 31, 2018

<table>
<thead>
<tr>
<th>Transaction / Reference</th>
<th>Date / Client / Note</th>
<th>Debit</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Expense</td>
<td>Jan 31, 2018</td>
<td>50.00</td>
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<tr>
<td>Expense</td>
<td>Phone Bill</td>
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<tr>
<td>Expense</td>
<td>Feb 3, 2018</td>
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<td>Jill Smith, Ads for recruiting clients.</td>
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<tr>
<td>Other Income</td>
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<tr>
<td>Other Income</td>
<td>Etsy</td>
<td></td>
<td></td>
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<tr>
<td>Credit Note</td>
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<tr>
<td></td>
<td>Jill Smith, Overpayment invoice #ST00000042, Credit.</td>
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</table>

**Net Movement**: 333.45 CAD
CRF Grants
All those administered by the Dept. of Health and Human Services

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

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

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?