



Department of Finance Coronavirus Relief Fund Reporting Web Portal User Manual V 2.0

This portal has been optimized for Google Chrome. If you experience technical issues, please try in Chrome before contacting the CRF Reporting Help Desk.

All users must be registered to enter and view Coronavirus Relief Fund (CRF) expenditures and obligations in the CRF Reporting Portal. If you have not previously registered, please click on Register under the New Users section to begin the registration process.



State of California
Department of Finance

Coronavirus Relief Fund Reporting

Welcome to the Coronavirus Relief Fund Reporting Website!

New Users:

If this is your first time visiting this site, click on [Register](#) to create an account.

Returning Users:

Click on [Login](#) to enter the reporting database.

If you have a Microsoft O365 or Google business e-mail, please click on Login to begin the login process.



State of California
Department of Finance

Coronavirus Relief Fund Reporting

Log in to your account

[Continue with Microsoft](#)

[Continue with Google](#)

If you did not register with one of the above providers, please use this form.

Email

Password

Remember me?

[Log in](#)

[Forgot your password?](#)

[Register as a new user](#)

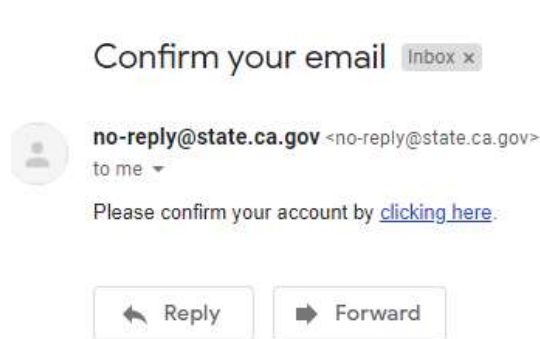
USER REGISTRATION

Returning Users: Login Here - Most users are returning. If you set up your account using a Microsoft O365 or Google account, please select the appropriate box and enter your login credentials. If you did not register with one of the above providers, please enter the e-mail and password used during registration to complete the log-in process.

Note: If you have not approved/confirmed the account, you will not be able to log-in and will receive an “Invalid login attempt” error message. Please log-in to your e-mail to confirm the account. Then refresh your browser, and you should now be able to log-in.

New Users: Register Here - The preferred registration method is with a business e-mail that is linked to either a Microsoft O365 or Google account. To register with either a Microsoft O365 or Google linked e-mail, please select the correct “Register with” button, and follow the prompts. You will be asked to confirm your e-mail address, so you must have access to that in-box.

If you do not have access to either a Microsoft O365 or Google account, you may use a business e-mail to complete the registration process (e.g. @yahoo.com, @mac.com, etc.). You will need to enter your business e-mail, a password for the account, and then confirm the password. Passwords must be at least six characters, have at least one number, at least one non alphanumeric character (* @ \$! #, etc.), and at least one uppercase letter. Afterwards, you will need confirm the e-mail used Please open the confirmation e-mail, and click the link included to activate your account.



This confirmation e-mail should be received with 1 – 2 minutes. If you do not received this e-mail, please check your spam or junk e-mail box.

If the confirmation e-mail is not in your spam or junk e-mail, it may be blocked at your employer’s server. Please check with your help desk or information technology services **before** contacting the Department of Finance.

You may need to add no-reply@state.ca.gov to your safe sender’s list.

Change E-mail Address – Each individual report is associated with a single e-mail address. Due to this, it is important that the e-mail address that is used is one that will be valid and accessible over the next several months. If the original e-mail address used to submit a CRF expenditure report is no longer valid, or needs to be changed for any reason, you will first need to register the new, preferred e-mail address in the portal. Once you have registered the new e-mail address, e-mail CRFReportHelpDesk@dof.ca.gov notifying Finance of this change and we will transition your entity’s CRF reports to the new e-mail registration.

Forgotten Passwords - If you forget your password, please select the “Forgot your password?” button. Users will be able to enter their e-mail address to receive a link to reset their password.

HOME – YOUR RECORDS

Most users are returning to report in the next reporting cycle. This list should display any records associated with your e-mail address. If a change is required to access your entities record, please follow the instructions for registering as a new user. After that account has been validated, contact the CRFReportingHelpDesk@dof.ca.gov to request a change so we can associate your entities record with the updated e-mail address.

Edit your Report – Select the report you wish to edit. Its status has been reset to “In progress” for the current reporting cycle. Even if there are no changes to report, you will need to verify the information provided and Certify and Submit.

Create a New Report - Finance has pre-identified all CRF projects based on how the funds were allocated by the state. These projects fall into four project types: (1) Transfers to Other Government Entities, (2) Contracts, (3) Grants, and (4) Direct Payments/Undefined. Direct Payments are expenditures made by a state agency for specified goods or services, while Contracts, Grants, and Transfers refer to allocations that were made to a third-party, which will be referred to as a “sub-recipient.” Different reporting fields are required for each project type.

Prime Recipient - Any state agency. *Note:* a county or city with a population over 500,000 that received a direct CRF payment from the U.S. Treasury is also a prime recipient. These entities will report directly to the federal U.S. Treasury.

Sub-Recipient - If you received a CRF allotment directly from the state (this includes an allotment from **any** state agency), you are a sub-recipient of the state-directed CRF disbursement. California must report on the expenditures for all of its sub-recipients and DOF has created this portal for that purpose. If a county received a direct allocation from the U.S. Treasury, it will be a prime recipient for that amount and will be a sub-recipient only for funds received from the state. Additionally, your entity may be a sub recipient of the state’s CRF, in addition to being a sub recipient of a county’s CRF disbursement. This portal was designed to collect information from the state’s sub-recipients. Only enter information related to funds received from the state.

A sub-recipient may need to create more than one report, as each report may only provide details on *one* of the projects listed below. For example, a county that is a sub-recipient of CRF under ‘State CRF Allocation to Counties’ may also be a sub-recipient of CRF under ‘HCD: Housing Support for Homeless.’ In this case, the county would need to create two reports to accurately report CRF expenditures. New reports may be added by clicking the ‘Home’ link at the top of the screen and selecting ‘Create a new report.’

See the list of projects on the following pages, including project descriptions and responsible state agency:

Project ID/Name	Project Description	State Department
Transfers		
Project 10100 - State CRF Allocation to Counties	Population based allocation to counties for public health, public safety, homelessness, and other services to combat the COVID-19 pandemic. Allocation amounts for each county can be found here: http://www.dof.ca.gov/budget/COVID-19/CRF_Allocations/documents/County_Funding_Table.pdf	Department of Finance
Project 10200 - State CRF Allocation to Cities	Population based allocation to cities for public health, public safety, homelessness, and other services to combat the COVID-19 pandemic. Allocation amounts for each city can be found here: http://dof.ca.gov/budget/COVID-19/CRF_Allocations/documents/City_Funding_Table.pdf	Department of Finance
Project 10300 - Distance Learning (Community Colleges)	Funding to community college districts to directly support student learning and mitigate learning loss related to COVID-19, including providing additional academic and supportive services for students, instructional materials or devices for distance learning, learning supports and professional development to teachers to develop distance learning content.	California Community Colleges Chancellor's Office
Project 10400 - Distance Learning (Local Education Agencies)	Funding to schools to provide additional academic services for pupils to address learning gaps, instructional materials or devices for distance learning, learning supports, professional development to teachers to develop distance learning content, and supportive services to parents in distance learning contexts.	California Department of Education
Project 10600 - CDSS: County Administration	Emergency funds for increased eligibility intake and caseload increases in CalWORKs and CalFresh due to impact of COVID-19.	California Department of Social Services
Project 10601 - CDSS: Emergency Homeless Housing	Provide emergency housing for individuals and families who are experiencing homelessness or who are at risk of homelessness.	California Department of Social Services
Project 10602 - CDSS: Diversion Cash Assistance	Supplemental funding for counties that have diversion cash assistance programs and increases due to impact of COVID-19.	California Department of Social Services

Project ID/Name	Project Description	State Department
Project 10603 - CDSS: Assistance Payments for Foster Youth	Assistance payments for non-minor dependents and rate flexibility for youth in care.	California Department of Social Services
Project 10604 - CDSS: Adult Protective Services Wellness Checks	Conduct wellness checks for vulnerable adults by telephone and in person.	California Department of Social Services
Project 10605 - CDSS: Supportive Services to At-Risk Children and Foster Caregivers	Conduct outreach to children known to the child welfare services program and provide additional support and services to foster caregivers and foster youth.	California Department of Social Services

Contracts		
Project 20500 - CDPH: Call Center for Public Inquiries	Provide information to the public regarding COVID-19 including resource referrals, testing information, and public health guidance.	California Department of Public Health
Project 20600 - CDSS: Food Bank Emergency Distributions	Contract to distribute the food boxes to network of TEFAP provider food banks/pantries.	California Department of Social Services
Project 20601 - CDSS: Assistance to Vulnerable and At-Risk Individuals	Contracts to provide cash cards to provide assistance to vulnerable and at-risk individuals affected by COVID-19.	California Department of Social Services
Project 20602 - CDSS: Supportive Services (Child Welfare and Foster Care)	Contracts to provide supportive services for children known to the child welfare services program or in foster care.	California Department of Social Services
Project 20603 - CDSS: Pandemic EBT	Contract to administer federal food benefit program for families with children eligible for free or reduced-price school meals that have been impacted by school facility closures due to COVID-19.	California Department of Social Services
Project 20604 - CDSS: Board and Care for Residence in Care Facility	Provide additional support to adult and senior care facilities and incentives to essential workers in these facilities.	California Department of Social Services
Project 20700 - BCSH: Homeless Shelter and Supportive Services (RoomKey)	Provide housing and supportive services for individuals and families who are experiencing homelessness or who are at risk of homelessness. (For use by Business, Consumer Services, and Housing Administration only)	Business, Consumer Services, and Housing Agency

Project ID/Name	Project Description	State Department
Grant Awards		
Project 30700 - HCD: Housing Support for Homeless	Grants to counties for housing and supportive services for individuals and families who are experiencing homeless or who are at risk of homelessness. (For use by Department of Housing and Community Development only)	California Department of Housing and Community Development

Direct Payments/Undefined (Not Transfer, Contract, or Grant)		
Project 50100 - CDCR: Supportive Services	Reimbursement pursuant to Penal Code 4016.5 for detention of a state prisoner that could not be transferred due to COVID-19. (For use by CA Department of Corrections and Rehabilitation only).	California Department of Corrections and Rehabilitation
Project 50101 CDCR: Other COVID-19 Response	Various costs incurred to comply with public health guidance. (For use by CA Department of Corrections and Rehabilitation only).	California Department of Corrections and Rehabilitation
Project 50200 BSCC: Supportive Services	Reimbursement for supervising individuals released up to 60 days earlier than scheduled from state prison to Post Release Community Supervision to slow the spread of COVID-19 within this vulnerable population.	Board of State and Community Corrections
Project 50500 State Support: Contract Tracing	Redirection of state staff to support local contract tracing.	NA
Project 50501 Testing in State Facilities	Implementation of public health guidance to test employees, inmates, and residents of 24-hour facilities.	NA
Project 50600 - CDSS: Homeless Housing (Trailers)	Provide temporary housing in travel trailers to homeless individuals and families.	California Department of Social Services

General Information: PART A

The purpose of Part A is to collect identifying information for a sub-recipient of state CRF funds. If the sub-recipient has a Dunn and Bradstreet Number (DUNS) that is registered in SAM, it should be entered here. This will be sufficient to identify the sub-recipient in GrantSolutions to support the CRF reporting process as outlined by the U.S. Treasury, Office of Inspector General (OIG). You can check to see if a DUNS number has an active SAM registration at the following website: <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>. Your entity may have more than one DUNS. In this case, you should choose the DUNS registered with SAM that

most closely aligns with the division that received the funds from the state. If the entity does not have a DUNS, or if the DUNS does not have an active registration in SAM, the box at the top of the screen should be checked. Address and Organization Type will need to be provided.

Fields Required when no DUNS:

The screenshot shows the 'Coronavirus Relief Fund Reporting' web application. At the top, there is a navigation bar with 'Home', 'Hello Kristin.Shelton@dof.ca.gov', 'Account Info', and 'Logout'. Below this is the State of California Department of Finance logo and the title 'Coronavirus Relief Fund Reporting'. The main heading is 'General Information: Part A'. A message states: 'To get started, enter your DUNS number. If a DUNS Number is not available check the checkbox '. The form is titled 'DUNS Number & Address Information' and contains the following fields: 'DUNS number' (text input), 'Address Line 1' (text input), 'Address Line 2' (text input), 'Address Line 3' (text input), 'City' (text input), 'State' (text input), 'Zip' (text input), and 'Organization Type' (dropdown menu with '* choose one *'). At the bottom of the form are 'Back', 'Save', and 'Next' buttons.

PART B

Fields Required for all Project Types

Entity Name – This should reflect the name of either (1) a sub-recipient who was allocated funds by the state through either a transfer, contract, or grant or (2) a state agency that makes direct payments for payroll, goods or services.

Status of Project Completion – For sub-recipients, the drop down option selected should reflect the percentage of the total allocated funds that have been expended through the current reporting period. For state departments, the option selected should reflect the percentage of total estimated expenditures that have been expended through the current reporting period.

Total Allocated – For sub-recipients, this amount should reflect the total amount allocated by the state in a transfer, contract, or grant. It should include the **total** amount the state has committed, even if those funds have not been disbursed yet. For state departments, reflect the

General Fund amount eligible for CRF reimbursement allocated pursuant to Control Section 36.00, Chapter 2, Statutes of 2020. If a specific amount has not been allocated or identified for CRF reimbursement, this number should reflect the amount expended through the current reporting period.

Total Interest Earned on CRF – The U.S. Treasury has specified that if recipients separately invest amounts received from the CRF, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with the guidance on eligible expenses. As such, sub-recipients should enter all income from invested CRF through the current reporting period. The interest earned will be added to the ‘Total Allocated’ to calculate the maximum amount of CRF available to report as expended and obligated. If no interest has been earned, please leave at \$0. If this is left blank, the user will get an error message and cannot move to Part C.

Total Estimated Pandemic Response Costs – This amount should reflect the total amount the entity estimates it will spend on pandemic response efforts, **regardless of fund source or reporting period**. This should include all past and anticipated costs resulting from pandemic response efforts through June 30, 2021, even if these costs may be reimbursed from another source (e.g. FEMA, U.S. Department of Transportation, etc.). The entity should not include lost revenue. It is anticipated that the amount entered here will be greater than the amount entered for ‘Total Allocated’ above.

Reporting Cycle/Period – The appropriate reporting cycle will be pre-selected.

Fields required for all project types and entities:

Part B

Project Information	
Project Name	<input type="text" value="* choose one *"/>
Entity Name	<input type="text"/>
Status of Project Completion	<input type="text" value="* choose one *"/>
Total Allocated	<input type="text" value="\$0"/>
Total Interest Earned on CRF	<input type="text" value="\$0"/>
Total Estimated Pandemic Response Costs	<input type="text" value="\$0"/>
Reporting Cycle/Period	<input type="text" value="* choose one *"/>

Fields Required for Transfers

Transfer Type – Choose one of the following values from the drop down options:

- (1) Reimbursable - refers to an arrangement where funds are transferred to the sub-recipient **after**, and in an amount not exceeding, expenditures by the sub-recipient.

- (2) Advance Transfer - refers to an arrangement where the sub-recipient receives funds in **advance** based on future, anticipated expenditures. The majority of CRF transfers are made in advance, including all transfers to counties and cities (Project ID 10100 and 10200).

Date of Transfer – This should reflect the first date the sub-recipient received CRF from the state. For State CRF Allocations to Counties and State CRF Allocations to Cities, this date is July 31, 2020. For Community Colleges, this date is August 27, 2020.

Comments Field/User Notes – Please use this field if there is additional information regarding your report or notes to clarify or explain the information provided. For Counties and Cities, this field will reflect the information provided in Cycle 1 regarding collaboration and non-duplication efforts. If you would like to include additional comments, please add them at the beginning of this field. If you need additional space for comments or notes, you may edit or revise the discussion of collaboration. We have a full copy of all entries from Cycle 1. Please do not delete the information regarding safeguards in place to prevent expenditures being claimed and reimbursed from more than one federal fund source.

Note: If an entity is using CRF for the cost-share of FEMA Public Assistance Program, the cost must be an eligible use of funds under both the Coronavirus Relief Fund and the Stafford Act. Additionally, the entity will need to track the portion that will be pursued for FEMA reimbursement (typically 75 percent) and the portion that will be paid with CRF (25 percent).

Fields Required for Contracts

Contract Number – This should reflect the contract number provided by the state agency allocating the funds.

Contract Type – Choose one of the following values from the drop down options

- (1) Blanket Purchase Agreement - a simplified acquisition method that government agencies use to fill anticipated repetitive needs for supplies or services. Blanket Purchase Agreements are like "charge accounts" set up with trusted suppliers.
- (2) Definitive Contract - a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them (most contracts will fall into this category).

Date of Contract – Specify the date the contract became effective.

Performance Period Start Date – Provide the date specified in the contract for when performance was to begin.

Performance Period End Date – Provide the date specified in the contract for when all deliverables are to be completed.

Address/Primary Place of Performance – This should reflect the address where performance of the contract will be accomplished. If there are multiple addresses, provide the predominant location for the performance of the contract.

(See next page for screenshot)

Fields required for contracts:

Contract Information		
Contract Number		
<input type="text"/>		
Contract Type	Date of Contract	
* choose one *	<input type="text"/>	
Performance Information - Including primary place of performance		
Performance Period Start Date	Performance Period End Date	
<input type="text"/>	<input type="text"/>	
Address Line 1		
<input type="text"/>		
Address Line 2		
<input type="text"/>		
Address Line 3		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields Required for Grants

Performance Period Start Date – Provide the date specified in the grant for when performance was to begin.

Performance Period End Date – Provide the date specified in the grant for when performance is supposed to be completed.

Address/Primary Place of Performance – This should reflect the address where the predominant performance of the grant will be accomplished. If there are multiple addresses, provide the predominant location for the performance of the grant.

Award Number – List the Grant Award number provided by the state agency allocating the funds.

Award Payment Method - Choose one of the following values from the drop down options:

- (1) Reimbursable - refers to an arrangement where funds are transferred to the sub-recipient **after**, and in an amount not exceeding, expenditures by the sub-recipient.
- (2) Lump Sum Payment - refers to an arrangement where the sub-recipient receives funds in **advance** based on future, anticipated expenditures.

Date of Award - Specify the date the grant was awarded. This should be the date the sub-recipient was notified of the award.

(See next page for screenshot)

Fields required for grants:

Performance Information - Including primary place of performance		
Performance Period Start Date	Performance Period End Date	
<input type="text"/>	<input type="text"/>	
Address Line 1		
<input type="text"/>		
Address Line 2		
<input type="text"/>		
Address Line 3		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Award Information	
Award Number	
<input type="text"/>	
Award Payment Method	Date of Award
<input type="text" value="* choose one *"/>	<input type="text"/>

PART C

The table displayed in Part C lists all of the CRF expenditure categories in rows A through Q, which have been provided by the U.S. Treasury OIG. The U.S. Treasury did not provide definitions for each of these categories, however through Finance’s review of the guidance, examples for each of the categories has been provided below.

Cumulative Expenditures (Prior Cycles) – This column reflects the cumulative total of all previously reported expenditures from prior reporting periods. These fields are locked and may not be edited.

Expenditure Adjustments (+/-) prior cycles – Enter any adjustments that are needed to the total cumulative expenditures from prior reporting periods. These adjustments could include, but are not limited to, the following:

- 1) Newly identified expenditures from previous reporting periods that were previously omitted.
- 2) Shifting expenditures erroneously reflected in the ‘Other’ category in previous reporting to the appropriate category in A – Q.
- 3) Reflecting a change in how CRF was spent by your entity. Previously reported expenditures may have been consistent with your entity’s prior expenditure plan, however, as new information becomes available, entities may want to change their plans for CRF expenditures.

Expenditures (Accrual basis – liability) – This is ONLY for expenditures in the current reporting period. The OIG defines an expenditure as the approval for payment of a good or service that has been received, such as an approved invoice or claim schedule. This is referred

to as an accrued liability. A liability does not need to be paid to be considered an expenditure; the delivery of the good or service qualifies the liability as an expenditure. For example, as employees perform assigned duties, their salaries and wages, including overtime, would result in a liability that would be entered as an expenditure, even if wages have not yet been paid.

We recognize that entities may not have fully reconciled expenditures for the last month of the reporting period prior to the deadline for the current cycle. If your entity is unable to determine exact expenditures for the last month of the reporting period, these expenditures may be estimated based on any accrued liabilities. You will have the opportunity to make adjustments to cumulative expenditures in subsequent reporting cycles.

Total Remaining Obligations (Commitment) - The OIG is not collecting category details on obligations of CRF funds that have not yet been liquidated, and as a result, we only need to collect one total that reflects all remaining, total obligations as of the last day of the reporting period. Please report this amount on the top, right side of the Part C screen, under 'Total Remaining Obligations.' These obligations are defined as a commitment of funds outlined in an agreement such as a contract, grant, purchase order, or requisition related to a good or service. This would *not* include salaries and wages of staff employed by the entity, nor would it include an approved plan for expenditures, such as a budget approved by a County Board of Supervisors. Funds included in expenditures should not be included as an obligation (or it will be double counted).

Total, Cumulative Expenditures– This is a system-calculated field. This cell will automatically total the first three columns when 'Save and Refresh Totals' is selected and will provide the total amount of CRF expenditures through the current reporting period.

Total, Obligations/Expenses – This is also a system-calculated field and represents the total CRF expenditures and obligations through the current reporting period. This amount may not exceed the sum of 'Total Allocated' and 'Total Interest Earned on CRF' from Part B, which is displayed as 'Max Spend' at the bottom of the last column.

All sub-recipients must retain records for five years pursuant to record retention guidance from the OIG, which can be found here: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Note: You may need to hit 'Save and Refresh Totals' twice to get the Subtotals at the bottom to correctly calculate the total.

(See next page for screenshot)

Part C example for entity with \$6 million CRF allocation:

Part C

Amounts by Category

Refresh totals by clicking "Save and Refresh Totals" button below.

Please enter amounts by category below. If you have categories not listed below, you can add your own by clicking "Next/Add More Categories" below. Otherwise, click "Review and Finalize" when done.

Back Save and Refresh Totals Next/Add More Categories Review and Finalize				Total Remaining Obligations: \$1,000,000	
A	Category	Cumulative Expenditures (Prior Cycles)	Expenditure Adjustments (+/-) prior cycles	Cycle 2: 7/1/2020 - 6/30/2020	
				Expenditures (Annual basis - liability)	Total Cumulative Expenditures
A	Administrative Expenses	\$0	\$0	\$0	\$0
B	Budgeted Personnel and Services Diverted to a Substantially Different Use	\$0	\$0	\$0	\$0
C	COVID-19 Testing and Contact Tracing	\$0	\$0	\$0	\$0
D	Economic Support (Other than Small Business, Housing, and Food Assistance)	\$0	\$0	\$0	\$0
E	Expenses Associated with the Issuance of Tax Anticipation Notes	\$0	\$0	\$0	\$0
F	Facilitating Distance Learning	\$0	\$0	\$0	\$0
G	Food Programs	\$0	\$750,000	\$250,000	\$1,000,000
H	Housing Support	\$0	\$0	\$0	\$0
I	Improve Network Capabilities of Public Employees	\$0	\$0	\$0	\$0
J	Medical Expenses	\$0	\$0	\$0	\$0
K	Nursing Home Assistance	\$0	\$0	\$0	\$0
L	Payroll for Public Health and Safety Employees	\$0	\$0	\$250,000	\$250,000
M	Personal Protective Equipment	\$0	\$0	\$0	\$0
N	Public Health Expenses	\$2,971,219	(\$300,000)	\$1,000,000	\$1,471,219
O	Small Business Assistance	\$0	\$0	\$0	\$0
P	Unemployment Benefits	\$0	\$0	\$0	\$0
Q	Workers Compensation	\$0	\$0	\$0	\$0
		Subtotal: \$2,971,219	Subtotal: \$250,000	Subtotal: \$1,500,000	Subtotal: \$4,721,219
					Total Obligations/Expenses: \$5,721,219
					Max Spend: \$6,000,000

Examples for Each Expenditure Category

These examples are provided for illustrative purposes to support consistent statewide reporting. There are very few expenditures that would fall into the 'Items not Listed Above' category, so please review the examples in A through Q carefully, as updated examples have been provided. See also common mistakes in Appendix A of the User Guide. To the extent an obligation or expenditure is misclassified it should not result in an audit exception if it is otherwise CRF eligible.

A. Administrative Expenses

- Costs for providing CRF payments to other entities or individuals
- Costs for implementing new programs (such as a new grant program) designed to respond to or mitigate COVID-19
- Administrative expenses of an audit conducted under the Single Audit Act.
- This should **exclude indirect costs as these costs are not eligible expense of CRF.**

- B. Budgeted Personnel and Services Diverted to a Substantially Different Use
- Costs of diverting educational support staff or faculty to develop online learning capabilities (if information technology support is not part of their ordinary responsibilities)
 - Costs of diverting any staff from their normal, routine duties to duties that are substantially dedicated to mitigating or responding to COVID-19.
 - Costs of overtime for any staff performing additional duties in response to COVID-19.
 - Costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures.
 - This should **exclude** public health and public safety employees as those expenses will be captured expenditure Category L (Payroll for Public Health and Public Safety Employees).
- C. COVID-19 Testing and Contact Tracing
- Costs of providing COVID-19 testing, including serological testing
 - Payroll costs or contract costs for staff conducting contact tracing
- D. Economic Support (Other than Small Business, Housing, and Food Assistance)
- Costs for a government payroll support program
 - Grants to individuals facing economic hardship to allow them to pay for and continue to receive essential services such as utility bills
- E. Expenses Associated with the Issuance of Tax Anticipation Notes (TANs)
- Payment of the interest expense payable on TANs by the borrower
 - Unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs
- F. Facilitating Distance Learning
- Technological improvements such as increasing broadband capacity
 - Software purchases that enable distance learning
 - Hardware purchases for students and/or teachers such as laptops and tablets
 - Instructional materials necessary for distance learning
 - Staff training/professional development necessary to provide quality distance learning
 - Services and supports to facilitate student learning success and mitigate the impact of distance learning. This may include some in-person instruction, before/after school, summer instruction, or during other planned school breaks.
- G. Food Programs
- Costs for establishing and operating a food bank
 - Costs for food delivery to residents, including senior citizens and other vulnerable populations
 - Costs for expanding farming and meat processing capacity, including by paying overtime to USDA meat inspectors, if expanding the capacity is necessary to respond to COVID-19, i.e., increased capacity is necessary to allow farmers and processors to donate meat to food banks.

H. Housing Support

- Rental assistance
- Mortgage assistance
- Emergency shelters and housing that facilitate compliance with public health orders. These shelters can include temporary housing in hotels and motels and shelter used for quarantine and isolation purposes.

I. Improve Telework Capabilities of Public Employees

- Technological improvements such as increasing broadband capacity and setting up virtual private networks
- Software purchases that enable employees to telework
- Hardware purchases such as laptops and tablets
- Costs for developing online or automated processes for work that previously required in-person visits for employees and customers/citizens

J. Medical Expenses

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19
- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment

K. Nursing Home Assistance

- Expenses incurred to specifically assist a nursing home with responding to and mitigating the COVID-19 public health emergency

L. Payroll for Public Health and Safety Employees

- Payroll expenses for public safety, public health, human services, and similar employees (including salaries, benefits, and overtime pay) whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- **Public safety employees** include: police officers, sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention offices, and those who directly support such employees such as dispatchers and supervisory personnel. This does not generally include administrative employees that do not directly interact with the public (in-person) such as file clerks, administrative employees, etc.
- **Public health employees** include employees of public health departments directly engaged in matters related to public health and related supervisory personnel, employees involved in providing medical or other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians).
- Costs of redeploying police to support management and enforcement of stay-at-home orders

M. Personal Protective Equipment (PPE)

- Costs for acquisition and distribution of PPE, including masks
- Costs to create a reserve of PPE

N. Public Health Expenses

- Costs for communication and enforcement of public health orders related to COVID-19, including necessary interpreter services, publications, and signage
- Costs for acquisition and distribution of medical and protective supplies, including sanitizing products, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency
- Costs for disinfection of public areas and other facilities, in response to the COVID-19 public health emergency, including the purchase of cleaning supplies or the costs for cleaning services and disinfection of public facilities
- Costs for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety
- Costs for public safety measures undertaken in response to COVID-19
- Costs of providing emergency paid sick leave and paid family and medical leave, commonly known as EPSL and E-FMLA, respectively, to public employees to enable compliance with COVID-19 public health precautions
- Costs of sanitation and improvement of social distancing measures at state prisons and county jails
- Costs for care provided to the homeless population to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions
- Costs to address an increase in solid waste, such as that relating to the disposal of used PPE
- Improvements to facilities to help comply with public health guidance (such as floor markings, automatic doors, plexiglass at public counters)
- Costs for thermometers to support screening for COVID-19

O. Small Business Assistance

- Costs for a small business grant program, including the actual grant costs and the administrative costs of the program
- Costs for any assistance provided to reimburse the costs of business interruption caused by required closures
- Costs to assist small businesses with complying with public health orders such as providing tents for outdoor dining
- Costs for small business loans

P. Unemployment Benefits

- Unemployment benefits costs that will not be reimbursed by the federal government pursuant to the CARES Act or otherwise

Q. Workers' Compensation

- Increased workers compensation costs to the government due to first responders and critical health care workers that contract COVID-19

R. Items Not Listed Above (see Part D)

- Users may define additional groupings (e.g., crisis counseling) not captured in categories A-Q
- A specific expenditure category must be specified; “Other” or “Miscellaneous” are unacceptable

PART D

If an entity has expenditures that do not fit in categories in Part C, clicking the ‘Next/Add More Categories’ button allows the creation of user-defined categories for expenditures. If any entity has captured all expenditures in one of the predefined categories, you can skip Part D by clicking the “Review and Finalize” button.

Expenditures added in Part D should only be created for CRF eligible expenses. Before using this category, please refer to Appendix A to determine if our expense fits into one of the A through Q categories.

Part D example:

Part D

User Defined Categories

Only use this form if you have expenditures or obligations that do not fit in Categories A-Q of Part C.

Back Save and Refresh Totals Review and Finalize

*	User Defined Categories	Cumulative Expenditures (Prior Cycles)	Expenditure Adjustments (+/-) (Prior Cycles)	Cycle 2: 7/1/2020 - 9/30/2020	
				Expenditures (Accrual basis - liability)	Total Cumulative Expenditures
R1	Crisis Counseling Services	\$0	\$25,000	\$55,000	\$80,000
R2		\$0	\$0	\$0	\$0
R3		\$0	\$0	\$0	\$0
R4		\$0	\$0	\$0	\$0
R5		\$0	\$0	\$0	\$0
R6		\$0	\$0	\$0	\$0
R7		\$0	\$0	\$0	\$0
R8		\$0	\$0	\$0	\$0
R9		\$0	\$0	\$0	\$0
R10		\$0	\$0	\$0	\$0
		Subtotal: \$0	Subtotal: \$25,000	Subtotal: \$55,000	Subtotal: \$80,000
					Max Spend: \$6,000,000

REVIEW AND FINALIZE

After entering all expenditures and obligations in Part C (and D if applicable), click the ‘Review and Finalize’ button to review all the information entered for this project.

Print to PDF Option - The chart on the Review and Finalize page (containing detailed expenditures) has been formatted to assist users with saving their records in PDF format.

To print or save as a PDF, users should make sure they are on the Review and Finalize Page. Before selecting “Certify and Submit Record”, users must go to print in their browser settings (or

press Control + P or by using the “right click” feature on your mouse). Select the destination drop down list, which usually includes a list of printers. Select “Save as PDF” from the list to save a copy. Alternatively, you can select a printer from the same list to print the form, instead of saving it.

FUTURE REPORTING CYCLES

If your entity reported its CRF allocation fully spent (no remaining obligations), you will be required to report through this portal for one additional cycle. For example, if your entity reported CRF fully *spent* in Cycle 1, you will need to report again in Cycle 2, but will not need to continue reporting in future cycles.

Note: If there are any changes to the expenditures, you will need to resume reporting.

CRF REPORTING QUESTIONS

If you need technical assistance entering data in the portal, have questions regarding allowable use of funds (after reviewing guidance and frequently asked questions developed by the U.S. Treasury, OIG, and Department of Finance), or encounter other reporting issues, please contact the CRF Reporting Help Desk via e-mail at: CRFReportHelpDesk@dof.ca.gov.

Note: This web form has been optimized for Google Chrome. If you are experiencing formatting issues, please try again in Chrome before contacting the CRF Reporting Help Desk.

Appendix A – Common Mistakes for Expenditures listed in User-Defined Categories

User-Defined Description	Appropriate Federal Expenditure Category
Alternate Care Site	J. Medical
Attorney - See legal below	See below
Changes to City Procedures	N. Public Health
Cleaning Supplies/Disinfection/Deep Cleaning	N. Public Health
Emergency Operations (support/supplies)	N. Public Health
Emergency Response	L. Public Health/Safety Staff
FMLA/Paid Sick/Paid Family Leave	N. Public Health
Hotel or Temporary Shelter - Individuals	H. Housing Support
Hotels for Health Care	N. Public Health
Legal/Attorney - May depend on activity	User Defined - Okay
Attorney to create COVID Related Ordinance	N. Public Health
Masks	M. Personal Protective Equipment
Overtime Related to COVID	B. Staff Substantially Dedicated to COVID
Park Closure Materials	N. Public Health
Partitions/Cubicle Panel/Plexiglass	N. Public Health
Payroll Non Safety Employees	B. Staff Substantially Dedicated to COVID
Preventative Expenses	N. Public Health
Property Acquisition (Homeless)	H. Housing Support
Protective Expenses	M. Personal Protective Equipment
Public Safety - if preventative measures for public	N. Public Health
Public Safety - if staff should be here	L. Public Health/Safety Staff
Public Safety Announcements, Messages, Videos, Signs	N. Public Health
Thermometer Expenses	N. Public Health
Upgrade to Public Counters (touchless, plexiglass, etc.)	N. Public Health
Questionable Items:	
Facilities management	Too vague; need better description, depending on the expense, could go in other category
Food for Employees	Must be for staff working overtime due to COVID, not just to avoid going out while on lunch breaks
Mileage	Need to determine purpose; likely related to A-Q category or activity should be included above.
Other - Housing State Inmates	Duplicative - State is separately reimbursing these costs based on number of days.
Special Department Expense	Too vague; need better description, depending on the expense, could go in other category
Not allowed:	
FEMA Cost Share	Cost is allowable but must be detailed in A-Q categories and allowed under both programs
Indirect Costs / Admin. Overhead	
Other / Miscellaneous	