



Please save your report based on the following example:
RochesterCity_August2020
Submit in Excel format to CRAOffice.mmb@state.mn.us seven business days after the end of each reporting period.

Local Government Expenditure Report			
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)		10 digit SWIFT Supplier ID # (begins with 0000) Select this link for SWIFT ID list	Date Submitted (Enter in MM/DD/YYYY Format)
SHAKOPEE CITY		0000197716	11/9/2020
Name and Title of Person Filling Out Form		DUNS Number (Select this link for more information)	Phone Number (enter 10 digits without spaces or dashes)
Nathan Reinhardt, Finance Director		784199366	9522339326
Email Address		Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
nreinhardt@shakopeemn.gov		\$ 3,127,073	\$ 3,127,073.00
Use the drop down in cell D14 to select "Interim" if your agency has any unspent funds and "Final" in the box if all available CRF funds have been spent and this will be your final report.		Final	
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF), CFDA Number 21.019 awarded by the State of Minnesota.		Amount of CRF Remaining (this amount will autofill)	
		\$ -	

The covered period for these expenses is March 1, 2020 through November 15 (cities and towns) /December 1, 2020 (counties).

DO NOT USE CRF FUNDS FOR ANY COST INCURRED OUTSIDE THIS COVERED PERIOD.

Coronavirus Relief Fund (CRF) Categories		Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Describe expenses (links to expenditure category examples are in the green category boxes to the left)								
Administrative Expenses		Treasury Guidance 0.00	FAQs 0.00	0.00	0.00	0.00	0.00	0.00

Budgeted Personnel and Services Diverted to a Substantially Different Use	1) Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency 2) Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency	542226.10	531391.62	3930.91	3947.42	2956.15	0.00	0.00
COVID-19 Testing and Contact Tracing		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Economic Support (other than small business, housing, and food assistance)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Associated with the Issuance of Tax Anticipation Notes		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilitating Distance Learning	Facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.	10000.00	10000.00	0.00	0.00	0.00	0.00	0.00
Food Programs		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Housing Support		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Improve Telework Capabilities of Public Employees	Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions	106491.95	70060.79	7259.90	6434.03	22737.23	0.00	0.00
Medical Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nursing Home Assistance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll for Public Health and Safety Employees	Public safety or similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.	2210034.53	1572614.86	254161.50	190596.34	192661.83	0.00	0.00
Personal Protective Equipment	1) Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment. 2) Expenses for disinfection of public areas and other facilities	99839.00	55674.16	8477.45	22113.17	13574.22	0.00	0.00
Public Health Expenses	Public safety measures undertaken in response to COVID-19	19425.00	0.00	0.00	19425.00	0.00	0.00	0.00

CRF Fund Spending Confirmations

X

Use the dropdown menu to place an "X" in the cell B78 to confirm that your CRF funding request meets federal guidance:
(1) as a necessary expenditure to respond to the COVID-19 public health emergency,
(2) is not accounted for in the current budget,
(3) expenses were incurred during the covered period. See box C18 for explanation, and
(4) does not include any ineligible expenses as defined in federal guidance.